

# BELMONT POLICE DEPARTMENT

## FIELD TRAINING PROGRAM



### FIELD TRAINING MANUAL

*Recruit Officer* \_\_\_\_\_

*Revised – November 19th, 2019*

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## **PREFACE**

The Belmont Police Department Field Training and Evaluation Program is designed to combine pre-field training with field training and objective evaluations to ensure that the standards of a competent, professional solo officer are met.

Conventional methods for the police officer selection process have come under sharp attack from the courts as well as other community groups. In order to satisfy these demands, concentrated examinations of the pre-employment selection process as well as the post-employment probationary performance evaluations were called for.

Historically, law enforcement has responded to internal and external demands for professionalism by raising the standards for entry-level police officers. From these raised standards, various departments saw a better-qualified candidate, but these same standards also disqualified a higher number of applicants. Legal challenges by disqualified candidates caused law enforcement to question the “validity” of their selection process. The end result of this process was the acceptance of the premise that a more stringent selection process must, at the same time, be valid and unbiased.

Currently, the probationary period is a part of the final selection process. In the past, however, little use was made of this phase to compensate for any pre-selection difficulties or errors. The most common occurrence was the assignment of a recruit officer to a veteran officer who was not necessarily qualified to be a trainer or an evaluator. Always a problem was an officer's natural reluctance to negatively evaluate a fellow officer. This resistance, in large part, was based on the training officer identifying with the recruit officer, rather than with the departmental goals and objectives.

Further complicating the situation was the department's reluctance to concur with a training officer's recommendation for termination in those rare instances when it was in order. This set of circumstances has resulted in various agencies operating with some personnel who are not qualified as police officers. Finally, the Belmont Police Department, after a departmental survey, was faced with a mandate from the officers to “eliminate” unqualified recruits during the probationary period and to provide fully trained and efficient officers.

These events led to the development of the Belmont Police Department Field Training and Evaluation Program. Functionally, the Field Training Program is the primary responsibility of the Operations Division. As the reader studies this manual, programs for both formal and informal field training, as well as the operational formats for recruit evaluation will be found. This integration of teaching and evaluation, coupled with the Field Training Officer's duties and responsibilities, has the net result of producing a more qualified, professional and efficient police officer.

It is the position of the Belmont Police Department that the demand for more professional police officers can best be answered by a formalized Field Training Program, as outlined in this manual.

## **INTRODUCTION**

The Field Training Officer Manual has been developed to give the recruit officer an outline of what to expect in the program and to give the Field Training Officer (FTO) a reference guide to assist in carrying out the duties and responsibilities of the program.

Sections 6 – 11 will be of special assistance to the FTO involved in the evaluation process. Section 11 is of particular value to the FTO involved in roll call training or training on a one-to-one basis.

Section 7 outlines the procedure to be followed when the need for program re-organization and/or updating is seen. It is the responsibility of every recruit officer and FTO to address deficiencies/errors noted in the FTO Manual as well as make recommendations for improvement.

Other sections of the manual will also be of interest to everyone involved in the program. It is likely that members of the department, other agencies or the community will ask you questions about program operations. Familiarization with this manual should provide you with all the information you will need to answer those questions. If further clarification is needed on anything outlined in this manual please contact your FTO, the FTP Supervisor or the Training Manager. It is the staff's belief that full utilization of this manual will ensure quality training and a fair and impartial evaluation of every recruit officer processed through the Field Training Program.

## **SECTION 1**

### **DUTIES AND RESPONSIBILITIES OF THE FIELD TRAINING OFFICER**

The Field Training Officer is the primary person through which the main goal of the program is achieved, specifically, the production of the police officer able to work a solo assignment in a safe, skillful, productive and professional manner.

The FTO has two essential roles to fulfill; that of a police officer assuming full beat responsibility and that of a trainer of recruit officers.

Beat responsibilities are clearly defined in other departmental publications, including the Policy Manual. In the role as a trainer, the FTO provides on-going instruction in the traditional sense, utilizing innovative and practical techniques.

The FTO must have the requisite skills necessary to become a reliable evaluator of a recruit officer's performance. The FTO is required to write daily evaluations of this performance and submit additional documentation, as required.

Written evaluations begin in Phase II. During the recruit officer's first one to three days, only narrative comments are required on the daily observation report (DOR). This period is designed to allow both the recruit officer and the FTO to become familiar with each other, and to allow the recruit officer to become familiar with the surroundings without having the added stress of numeric evaluation. The FTO shall document training as well as general comments regarding what occurred during the shift.

On a weekly basis, the FTO submits the DORs on the relative progress of the recruit officer to both the Duty Sergeant and the FTP Supervisor.

At the successful conclusion of Phase II, a recommendation to progress to Phase III (Shadow Phase) is made. During Phase III, the FTO will act as an observer only and should not interfere with the recruit officer's duties, unless for safety reasons. At the conclusion of Phase III a final decision is made as to the recruit officer's ability to act as a solo police officer. The recommendation is made to the FTP Supervisor and the Training Manager. The final decision releasing a recruit officer to solo/ probationary status (Phase IV) lies with the Captain.

Finally, the FTO is charged with the responsibility for recommending termination of a recruit when the prospects for retention no longer exist.

Because the FTO's performance is also subject to evaluation, the FTO's professional and personal conduct shall be exemplary. An FTO shall possess and recognize the need for having a higher sense of idealism than is generally found. The FTO understands that the effectiveness, image and future of the department are decided by the quality of its personnel.

## **SECTION 2**

### **DUTIES AND RESPONSIBILITIES OF THE FTP SUPERVISOR AND THE DUTY SERGEANT**

POST (Peace Officer Standards and Training) refers to the FTP Supervisor as the Field Training Program Supervisor/Administrator/Coordinator (FTP SAC) as this person is ultimately responsible for all three of these roles. The FTP Supervisor answers directly to the Captain in matters related to the Field Training Program.

The role of the FTP Supervisor is to ensure that the standards and objectives of the department's field training program are adhered to. To meet these requirements, the FTP Supervisor must monitor the training activities of the FTOs and seek periodic feedback on the newly assigned officer's training progress. In administering the program, the FTP Supervisor is responsible for ensuring that the department's program is in compliance with the minimum standards established by POST. The FTP Supervisor is also responsible for recruit officer's assignments, program evaluations, and serves as the Academy liaison.

Finally, the FTP Supervisor shall successfully complete the POST-Certified Field Training Supervisor / Administrator / Coordinator (SAC) Course (as set forth in PAM Section D-13) prior to or within 12 months of the initial promotion, appointment, or transfer to such position.

The Duty Sergeant is responsible for reviewing the daily observation reports (DOR) while the recruit officer is assigned to his or her shift. The Duty Sergeant, based on what he /she personally observes, should document comments / concerns regarding the recruit officer in the Supervisor's Weekly Report. These evaluations are to be turned in to the FTP Supervisor for review and then to the Training Manager for the Captain's review and retention. The FTP Supervisor, Duty Sergeant and FTO must accept the importance of documentation of the recruit officer's training. Documentation addresses both deficient and acceptable performance and provides a ready reference should questions arise.

Should the question of termination arise, it is the responsibility of the FTP Supervisor to call for memorandums and other supportive data from FTOs to whom the recruit officer has been assigned. The FTP Supervisor will gather the involved FTOs and determine if the decision to terminate is warranted. Further, the FTP Supervisor has the responsibility of keeping the Captain informed of the progress of the recruit officer.

Whenever possible, the FTP Supervisor and/or the Duty Sergeant should attend the various training sessions. This will provide additional first-hand information concerning recruit officer performance and will allow an opportunity to evaluate the instructional techniques of the FTOs. This latter evaluation must occur to ensure that the topic areas are covered properly and that they follow departmental guidelines.

The FTP Supervisor must monitor the overall training and evaluation of recruit officers to ensure that personality conflicts between the FTO and recruit officer do not arise and that the FTO maintains objectivity throughout contacts with the recruit officer.



If personality conflict or loss of objectivity is observed, the FTP Supervisor or Duty Sergeant shall immediately counsel the FTO. If necessary, appropriate changes in assignment should be made. The decision to rotate the recruit to another FTO must be fully documented and both parties informed of the reasons in order to minimize misunderstanding and possible ill feelings.

The FTP Supervisor's training role is an on-going one, extending naturally into those periods when no recruit officers are assigned. Because the FTOs are charged with the preparation and presentation of both roll-call training and in-service training sessions, the FTP Supervisor must be capable of providing assistance and advice to the FTOs in those areas. The FTP Supervisor must also be aware of the possible need for occasional program revision, reorganization and evaluation. A fully effective FTP Supervisor will constantly strive to improve the overall operation of the program and will work with all other program participants to achieve that goal. The FTP Supervisor will annually provide a detailed evaluation for each FTO on his/her performance as a Field Training Officer.

The Duty Sergeant to whom a recruit officer is assigned will complete the monthly evaluations of that recruit officer as articulated in Section 1002 of the Belmont Policy Manual. As these documents are the basis for the officer's release from probationary status the FTP Supervisor will review them. The FTP Supervisor will then author the release letter or make a recommendation for extension / termination from the program.

### **SECTION 3**

#### **DUTIES AND RESPONSIBILITIES OF THE TRAINING MANAGER**

It is the responsibility of the Training Manager to oversee the Field Training Program, working with the FTP Supervisor and the FTOs.

The initial function of the Training Manager is to work with the new officer to ensure that all the necessary paperwork is completed and the initial introductions to the department and city are made. During the Basic Academy Course, the Training Manager will monitor the progress of the recruit officer and will report to the FTP Supervisor and the Captain. This will be accomplished in part by information provided by the Primary FTO who is assigned to the recruit officer before the Basic Academy Course. The recruit officer will make weekly contact with the Primary FTO during the Basic Academy Course. Information gleaned from these contacts will be passed on via the FTP Supervisor to the Training Manager.

While the recruit officer is in the FTO Program, it is the responsibility of the Training Manager to work with the FTP Supervisor to ensure that the training manual is completed properly and to ensure that evaluations are completed. The evaluations from the FTOs and Duty Sergeants are submitted to the Training Manager, who will then pass them on to the Captain for review.

All records, memorandums and training information related to the recruit officer's training period will be maintained by the Training Manager.

## **SECTION 4**

### **DUTIES AND RESPONSIBILITIES OF THE CAPTAIN**

The Captain has the command responsibility for the Field Training and Evaluation Program. He/she has the responsibility for the direct supervision of the FTP Supervisor.

As the FTOs and Duty Sergeants complete the evaluation of the recruit officer, they are then submitted to the FTP Supervisor and then forwarded to the Training Manager. The Training Manager will then submit the evaluations to the Captain for review so that he/she will be continually informed of the recruit officer's progress. The Captain will then return the evaluations to the Training Manager for retention.

At the end of Phase III, the Captain should consult with the FTP Supervisor, the involved FTOs and the Training Manager to determine if the recruit officer is ready to proceed to Phase IV. During Phase IV, the probationary period, the Captain will monitor the abilities of the officer through the Duty Sergeants.

Just prior to the end of the probationary period the Captain should consult with the FTP Supervisor, Duty Sergeants, and the Training Manager to determine whether the officer is performing satisfactorily and make a final determination for retention, extended probation or termination.

The Captain is responsible for keeping the Chief of Police informed of the status of all recruit officers. This shall include any decision for formal remedial training, corrective action or termination of a recruit officer along with an explanation of the reasons for the action taken. The Chief of Police will review / approve the decision as to the status of the recruit officer before his/her release from probationary status.

## **SECTION 5**

### **CHAIN OF COMMAND**

↑ **Chief of Police**  
↑ **Captain**  
↑ **FTP Supervisor**  
↑ **Duty Sergeant**  
↑ **Field Training Officer**  
↑ **Recruit Officer**

The chain of command is to be adhered to unless there is a conflict at that level. For example, if there is an issue between the FTO and the Recruit Officer then the Duty Sergeant or the FTP Supervisor shall handle the conflict. The FTP Supervisor shall appoint an acting FTP Supervisor in his or her absence.

The training manager, although not directly within the chain of command, is a vital part of the field training program. The function of the training manger is to ensure all of the training requirements are met, properly documented and records of such training are maintained by the department as required by policy and law.

## **SECTION 6**

### **THE EVALUATION PROCESS**

The evaluation procedures employed in the FTO Program are multi-faceted in that they utilize input from a variety of verbal and written sources. Detailed descriptions and examples of the actual evaluations can be found beginning on page 37. The purpose of Section 6 is to provide an explanation of the various evaluations including the frequency of each evaluation along with the “when’s” and “whys” of the various steps. The reader will also find the responsibilities of line staff and command staff for each evaluation. Finally, the suggested procedure leading to the recommendation for termination of employment is outlined.

### **EVALUATION SCHEDULE**

**DAILY** – The Field Training Officer will complete the daily observation report beginning in Phase II and continuing through Phase III. It will be reviewed by the Duty Sergeant, and submitted to the FTP Supervisor, to the Training Manager and to the Captain.

**SUPERVISOR’S WEEKLY REPORT** - Additional comments from the Duty Sergeant at the end of work week will be attached to the DORs for the week after they are reviewed with the recruit officer.

**SUMMARY EVALUATION REPORT** -As the recruit officer rotates from one FTO to the next; the FTO will complete the Summary Evaluation Report. This report outlines the recruit officers significant strengths and weaknesses as well as additional training and remedial efforts.

**PHASE III** - At the conclusion of Phase III, the Captain will advise the Chief of Police of the successful completion of Phase III, based upon the recommendation of the Training Team. Failures to achieve this standard are also reported.

**MONTHLY EVALUATIONS**- As outlined in Section 1002 of the BPD Policy Manual, probationary status continues for 12 months after the completion of Phase III. During this time the Duty Sergeant to whom the recruit officer is assigned will complete a monthly evaluation. These evaluations, along with recommendations by the Training Team for continuation or remediation, will be reviewed by the Captain who will report to the Chief of Police for final approval/review before a recruit officer’s release from probation.

**FTO PROGRAM CRITIQUE AND RECRUIT OFFICER’S EVALUATION OF FTOs**- These two documents are a critical part of the process described in Section 7. These are completed at the end of Phase III and given directly to the FTP Supervisor. The recruit officer should recognize that only by a fair and accurate evaluation of the program from their unique prospective can the program grow and improve.

## **SECTION 7**

### **PROGRAM RE-ORGANIZATION AND UPDATING**

No program can expect to retain its viability without an internal procedure for updating and revision. The Field Training Officer Program has developed the “Training Team” to address this need.

- An on-going review of all lesson plans must be accomplished to ensure that they are relevant and up to date.
- An established procedure for the development of lesson plans in new subject areas must be developed.
- Standardized teaching methods and evaluation procedures should be frequently checked for adherence to prescribed guidelines.
- The recruit officer checklist shall be updated as the need occurs. Written examinations will also be reviewed and updated as necessary. Suggestions for updating will be solicited from past and present FTOs and recruit personnel.

The FTP Supervisor is designated as the Coordinator working in conjunction with the Training Manager. The Training Team is comprised of all current FTOs, the FTP Supervisor and the Training Manager.

## **SECTION 8**

### **SCALE EVALUATION APPLICATION**

Perhaps the most difficult task facing the FTO is the application of the numerical value that represents the behavior and skills being evaluated. The FTO's dilemma usually involved one's rating philosophy versus another's and the question of who is right. The following explanation should clarify the issue and ease the concern of the FTOs and the recruit officers.

The first principle of scale value application that must be accepted by all is that each of us has different perceptions on nearly everything in life. While a standardization of ratings is an acute necessity, an attempt to standardize perceptions is doomed to failure at the start.

For example: FTO “A”, based on a prior negative experience, might see a recruit officer's exposure of the handgun to a suspect as worth a (1) rating. FTO “B” on the other hand, might see the same action as a (3) rating. Should we, or the recruit officer, be concerned about the discrepancy? Our answer is no as long as both FTOs see the performance as "unacceptable" under the guidelines. A lack of standardization occurs when FTO “A” sees the action as "unacceptable" (scale value 1, 2, or 3) and FTO “B” sees the same action as “acceptable” (scale value 4 through 7). Again, we have no difficulty accepting differences in officers' perceptions so long as the differences do not vary from the unacceptable range to the acceptable range. Whether the performance being evaluated is “acceptable” or “not acceptable” is the true issue.

The second principle that may come into play in the above example, or any other performance task, involves a recruit officer not responding to training (NRT). A recruit who performs at a less than acceptable level might be assigned a 1-2-3 rating for a task. The FTO is under an obligation to remediate the error and assess the performance again when the opportunity occurs. If the FTO re-trained the recruit and the recruit fails to perform again, a reduction in the scale value may be appropriate (NRT).

The “Recruit Officer Standards for Performance Evaluations” are listed in Section 9. These are the guidelines used by FTOs to complete the daily observation report.

## **SECTION 9**

### **PROGRESS REPORTS/ REPORT EVALUATION**

In order to evaluate the recruit officer's progress as he/she passes from one phase of training to the next, evaluation forms have been designed for use in each particular phase of the recruit officer's training. Each recruit officer is evaluated according to five general categories; Appearance, Attitude, Knowledge, Report Writing and Performance.

Within each category is a list of items which are evaluated according to three levels of competency; Unacceptable, Acceptable and Superior. The officer must receive an acceptable rating, at minimum, in each category in order to be recommended for the next phase of training, or at least remedial training must be in progress.

Within each level of competence there are varying degrees of performance in which the recruit officer may be rated. The degrees range on a scale from 1 (one) to 7 (seven). High ratings indicate acceptability and low ratings indicate unacceptable performance or behavior. The breakdown is as follows:

- 1-2     - Unacceptable**
- 3       - Not yet performing at solo level**
- 4-5     - Acceptable**
- 6-7     - Superior**
- NRT    - Not responding to training**
- N/O    - Not observed**

Acceptable or unacceptable performance/behavior "by FTO standards" is evaluated in terms of novice solo officer performance. For rating purposes, a satisfactory novice solo officer is one that, with no previous law enforcement experience, can work safely and skillfully by themselves after the Basic Academy Course and FTO Program training.

On the evaluation form there is a section for additional comments. Any time a recruit officer receives a rating of "2" or less, or "6" and above, a specific narrative comment relating to the performance/behavior is mandatory. The daily evaluation report should include enough facts (date, time, report number, etc.) that the incident can be recalled. In the event of termination, each incident can then be referred to for special consideration.

The daily observation report (DOR) which is actually titled "Recruit Officer Evaluation Report" will be completed at the end of each training day. On the following workday, the FTO will review the evaluation with the officer, discuss his /her progress and have the recruit officer initial the evaluation. At the end of the work week, the DOR is to be signed by both the FTO and the recruit officer. The FTO will then turn in the report to the Duty Sergeant for review. After review, the Duty Sergeant will complete a Supervisor's Weekly Report. Both the DOR and Supervisor's Weekly Report will be given to the FTP Supervisor. The FTP Supervisor will review / sign the reports and turn them into the Training Manager on a weekly basis. The Training Manager will then advise the Captain of the progress reports weekly. Verbal communications should remain open during the week when the reports have not been turned in.



## **RECRUIT FIELD TRAINING STANDARDS FOR PERFORMANCE EVALUATIONS**

### **APPEARANCE:**

#### **(#1) General Appearance**

- #1: Unacceptable** - Height and weight not in good proportion - Dirty shoes and unkempt or soiled uniform - Unkempt hair not conforming to regulations - Poor personal hygiene.
- #4: Acceptable** - Neat, clean uniform and weapon - Shined chrome and brass - All necessary equipment on duty belt - Clean leather and shined shoes - Good personal hygiene, height and weight in good proportion.
- #7: Superior** - Neat, clean, well fitting, pressed uniform - Well-groomed hair - Well shined shoes - Shined brass and chrome - Very good personal hygiene, very good proportion of height and weight.

### **ATTITUDE:**

#### **(#2) Acceptance of Feedback: Verbal/Behavior**

- #1: Unacceptable** - Always makes excuses for poor performance - Argumentative - Refuses to make corrections - Trainee takes attitude criticism as personal and sulks or gets angry.
- #4: Acceptable** - Accepts criticism with open mind and positive manner - Applies criticism to further his/her learning process.
- #7: Superior** - Solicits criticism in order to improve performance - Applies the information gained from the criticism to improve him/herself - Doesn't unnecessarily argue or blame others.

#### **(#3) Attitude Toward Police Work**

- #1: Unacceptable** - Takes police work only as a job - Uses job for an ego trip - Abuses authority (badge heavy) - No dedication - Becomes too emotionally involved causing biased views - Constantly grumbling and running department down in front of the public.
- #4: Acceptable** - Expresses active interest towards job - Uses some off duty time to further his/her professional knowledge.
- #7: Superior** - Continually strives to further his/her professional knowledge by studying, such as Penal Code, Vehicle Code, Department Guidelines, etc. - Maintains high ideals towards professional responsibilities.

#### **(#4) Preparedness For Work**

- #1: Unacceptable** - Does not maintain proper police forms - Is lax and lazy in his/her performance. Ignores briefing information/ materials.

- #4: **Acceptable** - Maintains adequate supply of police forms - Records new information given at briefings.
- #7: **Superior** - Always has the proper supply of police forms - Uses beat and notebook to supplement his/her patrolling techniques.

**(#5) Attitude With Field Training Officer**

- #1: **Unacceptable** - Constant rationalization of mistakes to FTO - Resists any teaching techniques or argues with FTO - Patronizes FTO or is sarcastic - Fails to follow or listen to the FTO's requests.
- #4: **Acceptable** - Asks pertinent questions and is objective in his/her desire to learn - Maintains effective two way communication with FTO - Accepts the fact that the FTO is there to give constructive criticism, both positive and negative.
- #7: **Superior** - Understands and maintains excellent student-teacher relationship - Accepts information and is able to maintain open two-way communication.

**(#6) Attitude With Other Recruits**

- #1: **Unacceptable** - Considers oneself superior to other recruits - gossips about recruits to belittle others or to play one against the other - Does not associate with others.
- #4: **Acceptable** - Good peer relationships and is accepted as a group member.
- #7: **Superior** - Peer group leader - Actively assists other recruits - Exchanges experiences and lessons with other recruits.

**(#7) Attitude With Supervisors and Command Officers**

- #1: **Unacceptable** - Insubordinate - Gossips about superiors - Patronizes superiors.
- #4: **Acceptable** - Understands and adheres to the chain of command - Respects command authority.
- #7: **Superior** - Understands command officer's responsibilities and functions - Fully respects and supports their position.

**(#8) Attitude with Citizens: General**

- #1: **Unacceptable** - Abrupt, belligerent, argumentative and overbearing - Trainee is unconcerned and disinterested with the public.
- #4: **Acceptable** - Courteous, friendly and empathetic -Communicates in a professional and unbiased manner - Almost always maintains control.
- #7: **Superior** - Establishes rapport and is always objective - Always appears to be at ease in any person-to-person situation -Maintains a professional demeanor.

**(#9) Attitude with Other Cultural Groups**

- #1: **Unacceptable** - Displaying prejudice, hostility, bias or pity towards minorities - Use of derogatory statements.

- #4: Acceptable** - Appears to be at ease and does not feel threatened by presence of minorities - Can handle most situations.
- #7: Superior** - Understands cultural differences and effects on relations and reacts to the cultural background.

## **KNOWLEDGE:**

### **(#10) Knowledge of Departmental Policies and Procedures**

- #1: Unacceptable** - Has no knowledge or does not understand department policies and procedures and makes no attempt to learn after errors are pointed out.
- #4: Acceptable** - Familiar with most commonly applied departmental policies and procedures and makes decisions within those guidelines.
- #7: Superior** - Exceptional working knowledge of departmental policies and procedures and exhibits this knowledge by discretionary decisions involving policy and procedure.

### **(#11) Knowledge of the Penal Code**

- #1: Unacceptable** - Has little or no working knowledge of elements of basic sections and makes no attempt to learn or improve.
- #4: Acceptable** - Working knowledge of commonly used sections - Relates elements to observed criminal activity because of understanding elements - Ability to research sections.
- #7: Superior** - Exceptional knowledge of Penal Code and ability to apply it to both normal and unusual criminal activity.

### **(#12) Knowledge of the Vehicle Code -**

- #1: Unacceptable** - Has little or no working knowledge of the vehicle code - Makes no attempt to learn the basic sections.
- #4: Acceptable** - Working knowledge of commonly used sections - Relates elements of sections to observed traffic activity and to non-observed accident investigation -Ability to research sections.
- #7: Superior** - Outstanding knowledge of the vehicle code sections - Ability to apply it to both normal and unusual traffic related situations.

### **(#13) Knowledge Reflected in Verbal Training**

- #1: Unacceptable** - Unable to answer majority of the FTO's questions and does not attempt to improve in the area he/she is not proficient in.
- #4: Acceptable** - Answers most of the FTO's questions when verbally quizzed and researches unanswered questions.
- #7: Superior** - Answers all of the FTO's questions when verbally quizzed.

#### **(#14) Knowledge of Criminal Justice System**

- #1: Unacceptable** - Does not know the duties and jurisdictions of the mutually assisting agencies - Cannot explain the legal process of an arrested subject - Cannot identify the various courts and their functions.
- #4: Acceptable** - Has a good working knowledge of the functions and jurisdictions of mutually assisting agencies - Can explain the legal process of an arrested subject - Can identify the responsibility of each court level.
- #7: Superior** - Has an exceptional knowledge of the courts, to include in-camera hearings, evidence hearings, grand juries, coroner's inquest, civil and criminal proceedings - Involves assisting agencies in his/her investigations when applicable.

#### **(#15) Knowledge of Search and Seizure Laws**

- #1: Unacceptable** - Violates basic search and seizure laws. Makes good cases unprosecutable. Is unable to explain landmark cases.
- #4: Acceptable** - Understands and follows basic legal restraints. Can apply law to field situations. Properly applies Miranda and conducts legal searches. When advising Miranda, he/she reads verbatim from the department issued "Miranda Warning" card.
- #7: Superior** - Exceptional understanding and application of search and seizure laws. Develops exceptional cases of professional interrogation under Miranda. Uses his/her own tape recorder to obtain evidence that otherwise would be lost. Uses proper "Miranda" and "Search" forms when applicable.

#### **REPORT WRITING:**

##### **(#16) Report Writing: Accuracy and Completeness**

- #1: Unacceptable** - Unable to determine proper forms to use after being previously instructed. Incomplete forms. Requires constant supervision for routine forms.
- #4: Acceptable** - Knows most standard forms and understands format. Completes forms with reasonable accuracy and thoroughness. Requires minimal supervision.
- #7: Superior** - Consistently and rapidly completes detailed forms with no assistance. Forms are legible and neat. Needs no assistance. High degree of accuracy.

##### **(#17) Report Writing: Organization and Details**

- #1: Unacceptable** - Incapable of organizing events into written form. Leaves out important details and cannot condense situation into a format. Does not show elements of the crime.
- #4: Acceptable** - Converts field situations into logical sequence of thought to include all elements of the crime or situation. Is able to articulate circumstances well on paper.

- #7: **Superior** - Complete detailed account of what occurred from beginning to end. Written and organized with all pertinent information in a legible manner. The reports are concise, accurate and organized so that any reader can comprehend the circumstances/situation.

**(#18) Report Writing: Usage, Spelling, Grammar and Neatness**

- #1: **Unacceptable** - Illegible, misspelled words, incomplete sentence structure. Illogical order of events. Boxes left blank. Reports are generally unclear to someone not familiar with the case.
- #4: **Acceptable** - Level of usage of grammar, spelling and neatness are satisfactory in that errors are rare and do not impair understanding. Proper use of paragraphs.
- #7: **Superior** - Extremely neat and legible. No spelling mistakes. Excellent grammar. Proper use of paragraphs.

**(#19) Report Writing: Appropriate Time Usage**

- #1: **Unacceptable** - Requires unreasonable amount of time to complete basic reports.
- #4: **Acceptable** - Completes simple basic reports in a reasonable amount of time.
- #7: **Superior** - Completes simple basic reports in no more time than that of a skilled veteran officer (articulate this depending on the type of report, what you consider a normal amount of time to complete).

**PERFORMANCE:**

**(#20) Radio: Appropriate Use of Ten Code**

- #1: **Unacceptable** - Misinterprets 10-code definitions or fails to use it in accordance with set policy. Fails or refuses to improve.
- #4: **Acceptable** - Has good working knowledge of 10-code.
- #7: **Superior** - Uses 10-code with ease in all receiving and sending situations. Limits non-code speech.

**(#21) Radio: Listens and Comprehends Transmissions**

- #1: **Unacceptable** - Repeatedly misses own call sign and is unaware of traffic on adjoining beats. Frequently has to ask radio to repeat transmissions or does not comprehend message. Chops off first part of transmission. Generally pays no attention to the radio.
- #4: **Acceptable** - Copies radio transmissions directed to him/her and is aware of calls occurring on adjoining beats.
- #7: **Superior** - Always comprehends radio transmissions and quickly makes a written record. Most always aware of and quickly reacts to traffic on adjoining beats.

**(#22) Radio: Articulation of Transmissions**

- #1: Unacceptable** - Does not think before transmitting message. Under or over modulation resulting in dispatcher constantly asking to repeat. Cuts in on other transmissions. Long, silent pauses.
- #4: Acceptable** - Uses proper procedure with short, concise transmissions in a clear, calm voice, without hesitation. Observes good radio etiquette.
- #7: Superior** - Always uses proper procedure with clear calm voice, even under stress conditions. Does not waste air time using unnecessary words and has very good radio etiquette.

**(#23) Use of Map: Orientation Skill / Response Time**

- #1: Unacceptable** - Unaware of his/her location while on patrol. Does not understand proper use of map book. Unable to relate his/her location to that of his/her destination. Not familiar with beat structure after working it for a reasonable period of time. Makes no effort to learn.
- #4: Acceptable** - Reasonable knowledge of his/her location in most situations. Can quickly use map to find streets and then apply the map to get to the location by the shortest route possible.
- #7: Superior** - Knows location at all times. Knows the boundaries of surrounding beats. Knows the streets of the beats. Uses the map to improve his/her knowledge of the city.

**(#24) Knowledge Reflected in Field Performance Scenarios**

- #1: Unacceptable** - Unable to handle any practical scenarios with the training that has been provided.
- #4: Acceptable** - After the FTO instructs in the proper procedure, recruit is able to apply instruction in scenarios. Usually makes effort to improve after mistakes.
- #7: Superior** - After training, recruit demonstrates the ability to handle scenarios without the need for assistance or comments from the FTO.

**(#25) Driving Performance**

- #1: Unacceptable** - Continually violates vehicle code sections. Involved in chargeable accidents. Lacks dexterity and coordination during vehicle operations. General lack of attention. Horseplay while driving.
- #4: Acceptable** - Ability to maintain control of the vehicle while being alert to activity outside of the vehicle. Practices good defensive driving techniques. Lawful, courteous driving habits.
- #7: Superior** - Exceptionally good at defensive driving and exhibits very good manipulative skills while driving. Operates radio and alert to outside activities.

**(#26) Driving Skill: Moderate Stress Conditions**

- #1: Unacceptable** - Involved in accidents. Unnecessary code three or over uses red lights and siren. Excessive and unnecessary speed. Fails to slow for intersections and loses control on corners. Lack of concern for safety and property of others.
- #4: Acceptable** - Maintains control of vehicle. Evaluates driving situations and reacts properly. Proper speed for conditions. Remains calm in stress conditions.
- #7: Superior** - High degree of reflex ability and competence in driving skills, yet safety conscious.

**(#27) Field Performance: Non-Stress Conditions**

- #1: Unacceptable** - Seemingly confused and disoriented. Unable to decide proper course of action. Unable to control and handle situations. Requires constant supervision in choosing course of action.
- #4: Acceptable** - Can assess most situations and take proper action with minimal supervision.
- #7: Superior** - Requires no assistance and takes proper course of action.

**(#28) Field Performance: Stress Conditions**

- #1: Unacceptable** - Becomes emotional and panic stricken, loses control and temper. Unable to function and causes situation to escalate out of hand.
- #4: Acceptable** - Under most situations, exhibits calm and controlled attitude. Does not allow situations to further deteriorate.
- #7: Superior** - Maintains control and brings order under most situations without assistance.

**(#29) Self-Initiated Field Activity**

- #1: Unacceptable** - Does not see or avoids activity. Does not follow up on situations. Rationalizes suspicious activity/circumstances. Lacks motivation for investigative work.
- #4: Acceptable** - Recognizes and identifies suspected criminal activity. Makes cases from routine activity.
- #7: Superior** - Catalogs, maintains and uses information given at briefings and from watch bulletins for reasonable cause to stop vehicles and persons. Makes subsequent good quality arrests.

**(#30) Officer Safety: General**

- #1: Unacceptable** - Frequently fails to exercise officer safety, i.e.:
  - a. Exposes weapons to suspects
  - b. Fails to keep gun hand free during enforcement situations
  - c. Stands directly in front of violator's car door
  - d. Fails to control suspect's movements

- e. Does not maintain sight of violator while issuing citation
- f. Failure to use illumination when necessary
- g. Fails to advise radio when leaving vehicle
- h. Fails to maintain good physical condition
- I. Fails to utilize or maintain good physical control
- j. Does not foresee potentially dangerous situations
- k. Points gun at other officers
- l. Stands too close to vehicular traffic
- m. Stands in front of door when knocking
- n. Fails to have weapon ready when appropriate
- o. Fails to cover other officers
- p. Fails to search police vehicle prior to shift or after transporting
- q. Other..... specify

**#4:**     **Acceptable** - Understands principles of officer safety and generally applies same. Does not put anyone in a hazardous position.

**#7:**     **Superior** - Seems to sense potentially dangerous situations and then remains in command while properly handling the situation.

#### **(#31) Officer Safety With a) 5150s and b) Prisoners**

**#1:**     **Unacceptable** - Frequently violates officer safety standards as detailed in #30 (#1) and in addition, fails to 'pat search' or confronts suspicious persons while seated in police vehicle. Fails to handcuff potentially dangerous prisoners or felons and fails to thoroughly search prisoners. Fails to maintain position of advantage with prisoners to prevent attack or escape. Says inappropriate things which result in the 5150 or prisoner becoming angry or otherwise endangers the situation.

**#4:**     **Acceptable** - Generally displays awareness of potential danger from 5150s and prisoners. Maintains position of advantage.

**#7:**     **Superior** - Always maintains position of advantage and is alert to changing conditions. Shows exceptional mental and physical ability to handle situations regardless of the severity. Has basic understanding of psychology and is able to apply it to situations dealing with 5150s.

#### **(#32) Control of Conflict: Voice Command**

**#1:**     **Unacceptable** - Improper voice inflection, i.e.: too soft, too loud for situation. Confused voice command or indecisive. Poor officer bearing. Loses control.

**#4:**     **Acceptable** - Speaks with authority in a clear calm voice and shows attitude of concern.

**#7:**     **Superior** - Always gives appearance of complete command through voice tone and bearing. Never loses self-control and always projects professionalism and authority.



### **(#33) Control of Conflict: Physical Skill**

- #1:**     **Unacceptable** - Cowardly, physically weak or uses too little or too much force for the situation. Unable to use proper restraints. Requires constant supervision in conflict situations.
- #4:**     **Acceptable** - Maintains control with proper uses of force for the situation. Maintains good physical condition.
- #7:**     **Superior** - Excellent knowledge and ability to use restraining holds. Always prepared to use only the amount of force that is necessary and maintains above average physical condition.

### **(#34) Problem Solving/Decision Making Ability**

- #1:**     **Unacceptable** - Acts without thought or good reason. Is indecisive, naive. Is unable to reason through a problem and come to a conclusion. Can't recall previous solutions and apply them to like situations. .
- #4:**     **Acceptable** - Able to reason through a problem and come to an acceptable conclusion in routine situations. Makes reasonable decisions based on the information available. Perceives situations as they really are. Makes decisions with minimal assistance.
- #7:**     **Superior** - Able to reason through even the complex situations and is able to make appropriate conclusions. Has excellent perception. Anticipates problems and prepares resolutions in advance. Relates past solutions to present similar situations.

### **(#35) Interview Techniques**

- #1:**     **Unacceptable** - Is unable to obtain a clear statement. Jumps to conclusions and does not clarify meaning of paraphrasing. Allows the citizen to interview and inject personal opinions. Engages In unnecessary prolonged conversation.
- #4:**     **Acceptable** - Determines the scope and nature of the situation. Uses perception checks and frequently paraphrases to clarify meaning. Encourages the interview by using listening responses.
- #7:**     **Superior** - Gathers thoughts, attitudes and facts from all involved parties. Obtains a complete, detailed statement in highly volatile and emotional situations in a minimal amount of time.

### **(#36) Disturbance Calls**

- #1:**     **Unacceptable** - Cannot determine what is occurring in a reasonable time period. Takes sides, risking escalation of the disturbance. Does not practice good officer safety habits.
- #4:**     **Acceptable** - Determines the problem in a reasonably short period of time through good interviewing. Remains objective, aiding the participants in solving

their problems themselves. Has good knowledge of pertinent laws. Provides legal options, but does not give legal advice.

- #7:** **Superior** - Is able to determine the problem quickly through skillful interviewing. Learns and remembers chronic problems on the beat. Handles each call thoroughly to eliminate return calls. Shows a concern for good public relations while handling these calls.

### **(#37) Traffic Stops**

- #1:** **Unacceptable** - Does not properly position vehicle for optimum officer and citizen safety. Places oneself in jeopardy during the approach to the stopped vehicle. As passenger officer, fails to pay attention and act as cover for the primary officer. Does not give proper information to radio when making the traffic stop. Uses poor officer safety.
- #4:** **Acceptable** - Properly positions vehicle. Efficiently prepares and approaches the stopped vehicle safely. Gives proper location and other pertinent data to radio. Practices good officer safety habits both when the driver is in and out of the vehicle.
- #7:** **Superior** - Is efficient and courteous during the stop. Practices proper safety habits. Uses caution. Maintains sight of occupants throughout the contact. Properly advises the citizen at all phases of the stop, whether it is a verbal warning, issuing a citation or making a physical arrest. Knows when to use and does not hesitate to use “high risk” vehicle stop procedures.

### **(#38) Criminal Investigation Techniques**

- #1:** **Unacceptable** - Does not have a good working knowledge of available investigative aids. DL checks, alpha checks, warrant checks. Does not know how to start or what to look for. Cannot follow up on leads without guidance. Fails to preserve or destroys evidence.
- #4:** **Acceptable** - Has good working knowledge of what information/resources are available. Can conduct an investigation with minimal assistance. Is knowledgeable of and properly collects basic evidence without contaminating it. Understands the importance of chain of possession and preservation of the crime scene.
- #7:** **Superior** - Is able to utilize information sources. Can conduct the investigation without assistance. Uses initiative in following up leads. Can interview, interrogate. Above average knowledge of evidence procedure.

### **(#39) Collision Investigations**

- #1:** **Unacceptable** - Is unable to determine POI, violation of driver at fault, when appropriate, etc. Unable to gather facts and take statements. Cannot set an adequate flare pattern or facilitate the flow of traffic.
- #4:** **Acceptable** - Can conduct an entire non-injury investigation and reporting without assistance. Correctly determines the POI, violation and driver at fault

when appropriate on most accidents. Provides assistance to injured parties and facilitates the flow of traffic. Able to set a flare pattern.

- #7:** **Superior** - Can investigate and document complicated collisions involving drunk drivers, injured parties and multiple vehicles. Completes the investigation in approximately the same length of time as a skilled veteran officer.

#### **(#40) Patrol Procedures**

- #1:** **Unacceptable** - Does not observe or ignores things happening. Fails to learn trouble spots on the beat. Does not know and/or ignores proper response techniques for crimes in progress calls.
- #4:** **Acceptable** - Addresses problem area on the beat. Varies patrol tactics. Does not set obvious patterns. Utilizes proper response techniques for various calls. Maintains good radio contact.
- #7:** **Superior** - Uses initiative in patrolling the beat. Thoroughly inspects buildings. Notices things out of the ordinary. Contacts people on the street for information. Makes crime prevention suggestions to businesses and residents.

#### **(#41) Crime Prevention**

- #1:** **Unacceptable** - Makes no effort to advise the public of crime prevention techniques, i.e.: Operation ID, Neighborhood Watch, etc. Shows little concern for improving public relations.
- #4:** **Acceptable** - Advises the public on current crime prevention methods. Has a working knowledge of locks and security devices. Attempts to improve public relations. Is aware of the services provided by the Neighborhood Watch Program.
- #7:** **Superior** - Recognizes locking and security deficiencies while on patrol and advises the public on methods to improve. Develops good public relations by utilizing crime prevention techniques. Aids support services by participating in Neighborhood Watch.

#### **(#42) Oral Communications**

- #1:** **Unacceptable** - Does not speak in understandable English. Does not speak in a clear calm manner, uses profanity. Displays a disrespectful attitude and uses a harsh tone of voice. Discourteous and abrupt.
- #4:** **Acceptable** - Speaks in understandable English. Speaks in a clear calm and confident manner. Uses a vocabulary that the public can understand. Refrains from derogatory language.
- #7:** **Superior** - Is always polite and courteous to everyone. Communicates effectively under all situations to a wide variety of people (children, mental patients, bigots, drunks, etc.). Uses tact and discretion.

**(#43) Crisis Intervention**

- #1:**     **Unacceptable** - Makes no attempt to use crisis intervention techniques. Cannot defuse or mediate a dispute. Does not carry or use referral guide and is unaware of its contents.
- #4:**     **Acceptable** - Uses crisis intervention techniques to resolve disputes. Uses good interviewing techniques to develop an understanding of the problem. Correctly decides when to use referral or mediation resources. Uses the referral guide and is able to locate the appropriate service.
- #7:**     **Superior** - Is exceptionally proficient at crisis intervention. Shows unusual insight and understanding into solving disputes.

## **SECTION 10**

### **PROCEDURE FOR RECOMMENDING TERMINATION OF EMPLOYMENT**

If, during any phase of the Field Training Program, it is concluded by consensus that a recruit officer should be recommended for termination, all supporting evaluations and other documentation should be gathered and a report made by the FTP Supervisor and the Training Manager. This report, summarizing the recruit officer's performance, shall be directed to the Captain and shall include conclusions concerning retention or dismissal. The report shall reflect all aspects of the recruit officer's performance, including both the positive and the negative. This report shall be kept in strict confidence by all involved members.

Although the FTO is encouraged to continually keep the recruit officer appraised of his/her level of performance, it is not the FTO's role to notify the recruit officer of his impending termination; even though, the FTO may decide that such action should be taken. The decision to terminate will be made only after all reports on file are reviewed by the supervisors involved, the Captain, and the Chief of Police. The Chief of Police, with the Captain if so desired, is responsible for notifying the recruit officer of the intention to terminate employment.

## **SECTION 11**

### **LESSON PLANNING**

#### **THE FOUR-STEP PLAN**

The four-step method of instruction is a procedure that is applicable to any instructional situation. It will fit teaching situations in any industry, in any area, or at any level. It seems logical to proceed by first getting the attention and interest of the individual; when this is accomplished, presenting the information to be learned, and finally determining that the learner has actually learned. Its features are summarized in the following paragraphs.

**STEP 1: INTRODUCTION** -The goal of the first step of the teaching process is to arrange ideas and experiences, already present from the learner, into such an order that he/she will be receptive towards the new ideas and experiences to be taught. No new knowledge is added. The instructor is interested in developing a basis upon which the instruction can rest. It is also essential that the introduction step be designed to focus the interest of the student on the lesson to be learned and to provide him/her with a motive and enthusiasm for learning. These steps must all be thorough and complete if the new instruction is to have effective reception.

**STEP 2: PRESENTATION** -The objective of the second step in the teaching process is to impart the new knowledge or skills to the learner. This step must be related to known ideas and experiences. The instructor's challenge is to arrange the material to be taught in an effective order, placing emphasis on the most essential aspects.

**STEP 3: APPLICATION** -The third step of the teaching process affords the learner the opportunity to put to use the information prepared for and presented in the previous steps. The intent is to disclose the learner's grasp of the details of the new subject and the ability to progress.

**STEP 4: TEST** -The last step may be regarded as the final inspection of the learner's accomplishment. The instructor is concerned with determining the present abilities of the learner and his/her readiness to move on to a new phase of the instruction. Whether the instructor gives an oral test, a written test or a performance test, the student must know the nature and extent of his/her successes and failures.

## **SECTION 12**

### **PHASE TRAINING**

The Field Training Program uses a four phase modular concept for training. This approach is designed to standardize field training for recruit officers. The Field Training Manual contains approximately 250 functional areas based upon performance objectives. The functional areas correspond and parallel the academy training. The Field Training Manual follows an orderly progression from the basic to the more complex facets of training.

The functional areas of the Field Training Manual have been grouped together into individual weeks. This is designed so the recruit officer will understand what is to be presented on any particular week and may prepare accordingly. Upon completion of each week in the FTO Program, the recruit officer shall have satisfactorily completed the week's skills mastery checklist. The corresponding sign-off sheet shall be signed by both the recruit officer and the FTO. This system has also been designed so that all functional areas or mastery skills will be completed and signed off by the completion of week twelve. Weeks thirteen through sixteen shall be utilized for any additional training the recruit officer may need to enhance deficient or unsatisfactory skills. This may be accomplished through scenario training, mock report writing or verbal and written tests. All training of this sort shall be authorized by the FTP Supervisor prior to implementation and will be documented. A copy of the documentation shall be placed in the Field Training Manual under the appropriate week of training.

The phase training program is self-paced and is geared to the individual's learning rate. Phases II and III are designed to last up to a maximum of 21 weeks. Phase IV begins after the recruit officer has demonstrated the ability to function as a solo officer. During Phase IV, the officer will work primarily as a solo unit. After the completion of the FTO Program portion of Phase III, the officer will be “released” from the program, but technically, Phase IV continues until the officer has successfully completed his/her probationary period.

The recruit officer is required to display a satisfactory level of achievement in each functional area. The recruit officer must satisfactorily complete Phase II before advancing to Phase III officially; although, portions of the phases can intermingle as does occasionally occur.

**PHASE I: POST BASIC COURSE** (Academy) graduate or Lateral Entry. After the successful completion of Phase I training or status, the recruit officer will enter into Phase II.

**PHASE II:** During this phase, the recruit officer will be assigned to a minimum of three Field Training Officers over a period of up to 18 weeks. The initial two weeks of Phase II are the In-House Training Weeks. This time affords the recruit officer the opportunity to familiarize himself /herself with both the City of Belmont and policies/procedures of the department that were not covered in the Academy. Additionally, recruit officers will qualify in both Arrest / Control and Range with certified instructors in the department. Subsequent weeks of Phase II (Weeks 1-16) focus on the learning domains outlined in the FTO Manual. The recruit officer is assigned to an FTO working in the field. During the first one to three days of Week 1 a 'limbo' period with only narrative comments in the evaluation may be implemented at the discretion of

the FTO. During the remaining portions of Phase II, the FTO will complete daily observation reports.

The recruit officer will pass from Phase II into Phase III upon a favorable recommendation of the FTO, FTP Supervisor and the Training Manager.

**PHASE III:** This is commonly known as the “Shadow Phase”. The FTO will continue to complete daily evaluations to be reviewed by the Duty Sergeant. Phase III may last up to four weeks. During Phase III the FTO should act as an observer and only intervene when necessary for officer safety / legal reasons.

The recruit officer will pass from Phase III to Phase IV upon a favorable recommendation of the FTO, FTP Supervisor and the Training Manager.

After consultation with the Training Team, which consists of all current FTOs, the FTP Supervisor and the Training Manager, the FTP Supervisor will meet with the Captain to determine if the recruit officer is prepared to advance to Phase IV or should be retained for remedial training in Phase III, or whether a recommendation for termination should be presented to the Chief of Police. The Captain will review the findings with the Chief of Police. The Training Team will be at the disposal of the Chief should a special meeting be needed.

**PHASE IV:** The recruit officer is assigned as a solo officer and will be assigned to various shifts and duties as prescribed by the Command Staff. Phase IV is a 12 month probationary period during which the recruit officer will be monitored by his/her Duty Supervisors. While no daily written evaluations are necessary (unless otherwise determined) verbal communications as to his/her progress will remain open between staff. The Duty Supervisor to whom the recruit officer is assigned in Phase IV shall complete a monthly evaluation as required by Section 1002 of the BPD Policy Manual.

**“TEN MONTH” EVALUATION:** At the completion of ten months in Phase IV and before the end of the probationary period, the Duty Sergeant to whom the officer is assigned will complete a final evaluation of the recruit officer for the purposes of the FTO program only. The evaluation will be reviewed by the FTP Supervisor who will meet with the Captain and make a final recommendation to be presented to the Chief of Police.

Upon a favorable recommendation in the ten month evaluation, the recruit officer will continue into the remaining time of the probationary period. If the officer does not pass the ten month evaluation, one of the following will occur: the officer will be sent back for remediation in the areas specified by the team, or termination recommendations will be made to the Chief of Police.



## **JOB TASK ELEMENT LIST FOR POLICE OFFICERS**

1. Working knowledge of public relations / human behavior.
2. Ability to properly evaluate the quality of information elicited from an individual under a variety of situations.
3. Ability to effectively communicate.
4. Ability to give directions clearly and accurately.
5. Ability to read and interpret city maps.
6. Ability to effectively communicate in writing.
7. Working knowledge of the English language.
  - Knowledge of good grammar.
  - Ability to spell correctly.
  - Good vocabulary, adaptable to various classes.
8. Ability to write legibly.
9. Good physical conditioning.
  - Physical coordination.
  - Endurance, stamina
10. Self-confidence.
11. Ability to understand and carry out complicated verbal instructions.
12. Ability to understand and carry out complicated written instructions.
  - Ability to work with complicated forms.
13. Ability to function under emergency situations.
  - Ability to work quickly and calmly under stress.
  - Ability to make quick, reasonable decisions under stress.
  - Ability to take command under stress.
14. Inductive reasoning capabilities.
15. Deductive reasoning capabilities.
16. Ability to plan and organize.
17. Good attention to detail.

18. Ability to maintain and uphold personal convictions.
19. All five senses must function properly.
  - Must have good eyesight, correctable to 20/20.
  - Good peripheral vision.
  - Good night vision.
  - Attentive to sounds and smells.
20. Ability to determine and note important, relevant details.
21. Ability to recognize potential danger.
22. Ability to be flexible in method and decision-making.
23. Ability to assume command over peers if necessary.
24. Working knowledge of basic arithmetic.
25. Ability to work well with others (teamwork).
26. Verbal reasoning ability (ability to make sense out of incoherent, excited or disorganized verbal communication).
27. Ability to remember faces, places, vehicles, etc.

## **PERFORMANCE DIMENSIONS FOR POLICE OFFICERS**

### **1. Communication Skills**

- Ability to express clearly in writing and speech.
- Ability to read with good comprehension.
- Ability to write a report that faithfully describes what happened.
- Ability to speak clearly and be understood.

### **2. Problem Solving**

- Knowing how to 'size-up' a situation, identify the problems and make a logical decision.
- Knowing when to take action and what kind of action is appropriate.
- Using good judgment in making decisions.
- Ability to see the similarities and differences between the many situations confronted on a daily basis.

### **3. Learning Ability**

- Ability to comprehend and retain good detail of factual information.
- Ability to recall factual information pertaining to laws, statutes, codes, bulletins, etc.
- Ability to learn and apply what has been learned.
- Capability of learning the factual material which is required of a police officer.

### **4. Judgment Under Pressure**

- Applying good sense in dealing with pressure situations.
- Capability of making sound decisions 'on the spot.'
- Using good judgment in dealing with potential dangerous and volatile situations.
- Ability to make effective, logical decisions under pressure.

### **5. Observation Skills**

- Mental alertness, good observation skills, memory for detail.
- Alertness to signals that indicate something is wrong.
- Suspicious and inquisitive, able to sense when something may be wrong.

### **6. Willingness to Confront Problems**

- Ability to be assertive when necessary.
- Willingness to confront a problem doesn't back away or make excuses.
- Willingness to stop people who are behaving in a suspicious manner.
- Ability to confront a potentially dangerous situation.

### **7. Interest in People**

- Wanting to understand people and work with them.
- Having an active interest in people.
- Fairness in dealing with the public regardless of race, sex, etc.
- Having a public service orientation, wanting to help people.

### **8. Interpersonal Sensitivity**

- Resolving problems in a way that shows sensitivity for other's feelings.
- Showing empathy in working with people.
- Effective in dealing with people without arousing antagonism.
- Understanding the motives of people and how they may possibly react.

### **9. Desire for Self-Improvement**

- Desire to go out and seek the knowledge needed to be a competent police officer.
- Seeing one's self as being responsible for learning the job.
- Willing to put in the time needed to stay well informed.
- Having a high degree of interest and self-motivation in wanting to improve skills and knowledge.

### **10. Appearance**

- Demeanor as determined by physical appearance, grooming, and personal care.
- Having and showing personal pride in demeanor and appearance.
- Professional bearing as determined by neatness and personal appearance.

### **11. Dependability**

- Having the habit of submitting reports on time, not malingering on calls, well-motivated.
- Dependable, follows through with assignments.
- Taking the extra effort to be accurate in all areas of work.

### **12. Physical Ability**

- Showing the endurance required to do the job.
- Measuring up to the physical demands of police work.
- Maintaining good physical conditioning.
- Being able to handle oneself when physically necessary.

### **13. Integrity**

- Refusing to yield to the temptation of bribes, gratuities, payoffs, etc.
- Refusing to tolerate unethical or illegal conduct on the part of others in law enforcement.
- Showing strong moral character and integrity in dealing with the public.
- Being honest when dealing with the public and others.

## **EVALUATION FORMS**

The forms on the following pages shall be used to document the training provided to and received by the recruit officer during the field training program.

**PHASE II**

**Recruit Officer:** \_\_\_\_\_ **Entered Phase II on:** \_\_\_\_\_

**FTO:** \_\_\_\_\_ **From:** \_\_\_\_\_ **To** \_\_\_\_\_

**FTO:** \_\_\_\_\_ **From:** \_\_\_\_\_ **To** \_\_\_\_\_

**FTO:** \_\_\_\_\_ **From:** \_\_\_\_\_ **To** \_\_\_\_\_

**FTO:** \_\_\_\_\_ **From:** \_\_\_\_\_ **To** \_\_\_\_\_

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**FTO:** \_\_\_\_\_ **From:** \_\_\_\_\_ **To** \_\_\_\_\_

**FTO:** \_\_\_\_\_ **From:** \_\_\_\_\_ **To** \_\_\_\_\_

**FTO:** \_\_\_\_\_ **From:** \_\_\_\_\_ **To** \_\_\_\_\_

**FTP Supervisor:** \_\_\_\_\_

**Training Manager:** \_\_\_\_\_

**Recruit Officer** \_\_\_\_\_ **has satisfactorily completed Phase II.**

## **OFFICER SURVIVAL**

Survival, quite simply, means STAYING ALIVE! No one else can do that for you, nor can anyone else die for you. In Law Enforcement, your chances for survival are directly relative to your willingness to survive, to overcome complacency and to expend the effort to keep yourself mentally and physically alert.

FTO: Each FTO will discuss Officer Safety and Officer Survival with each trainee during the first week they are assigned together. Develop and formulate a plan of action to rely upon in the event of an emergency situation.

The trainee shall identify and explain the importance of physical, mental, and emotional conditioning in officer survival. These shall minimally include:

1. Concept of tactical retreat
  - a. Pre-planning (mental scenarios)
  - b. Reduction of unnecessary risks (stress management, “keeping your cool”)
2. Mental conditioning
  - a. Will to live
  - b. Continue to fight, regardless of odds
  - c. Mental alertness
  - d. Self-confidence
3. Physical conditioning
  - a. Agency policy on physical fitness and officer standards
  - b. Role of good health and nutrition
4. Weapon retention

COMMENTS:

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**Recruit Officer:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**FTO:** \_\_\_\_\_ **Date:** \_\_\_\_\_

## **REPORT WRITING SKILLS MASTERY CHECKLIST**

The following reports / forms will be completed by the recruit officer either through actual cases or scenario training.

	Case / Incident Number	FTO / Date
460/488 PC – Vehicle	_____	_____
460 PC – Residential	_____	_____
460 PC – Commercial	_____	_____
211 PC – Robbery	_____	_____
11550 HS – Under Inf. Cont. Sub.	_____	_____
11350 /11377 HS – Poss. Cont. Sub.	_____	_____
487 PC/488 PC – Petty/Grand Theft	_____	_____
459.5/490.2 PC – Shoplifting	_____	_____
Suicide/Attempted Suicide	_____	_____
273.5 PC – Domestic Violence	_____	_____
243(e) PC – Domestic Violence	_____	_____
Victim of Violent Crime Notification	_____	_____
Domestic Disturbance	_____	_____
Receipt for Deadly Weapons	_____	_____
Emergency Protective Order	_____	_____
293 PC form	_____	_____
240/242 PC – Assault/Battery	_____	_____
Citizen’s Arrest Affidavit	_____	_____
530.5 PC – Identity Theft	_____	_____
470/475/476/484g PC Fraud / Forgery	_____	_____
10851 VC/Recovered 10851 Vehicle	_____	_____
Towed/Stored Vehicle – CHP 180	_____	_____
Booking / PCD (in RIMS)	_____	_____
849 PC Release	_____	_____
O.R. Denial	_____	_____
Found/Lost Property	_____	_____
Field Property Receipt	_____	_____
DUI Investigation	_____	_____
DUI forms (DS367/M & BPD202)	_____	_____
DMV DL310 – Verbal Notice	_____	_____
DMV DS427 – Re-exam of Driver	_____	_____
Collision – PDO/555-03	_____	_____
Collision – Injury w/ Transport	_____	_____
Juvenile Contact Report – JCR	_____	_____
Juvenile – PCD	_____	_____
Juvenile Diversion Contract	_____	_____
Juvenile – Felony Notice to Appear	_____	_____
Animal Bite Report	_____	_____
Death – attended / unattended	_____	_____



Rape / Sexual Assault	_____	_____
Child Abuse (including CPS form)	_____	_____
Elder Abuse (including APS form)	_____	_____
5150 WI form	_____	_____
Medical Records Release Forms	_____	_____
Missing Person (incl. DOJ & BPD forms)	_____	_____
APBnet Flyer	_____	_____
Notice To Appear	_____	_____
Parking Citation	_____	_____
Administrative Citation	_____	_____
Loud Party Notice	_____	_____
Truancy Notice	_____	_____
CHP Pursuit Report (CHP187)	_____	_____
602 PC – Trespass Notice	_____	_____
Health Hazard Incident Report	_____	_____
Communications Evidence Request	_____	_____
Subpoena Service completion	_____	_____
Field ID / Photo ID Admonition	_____	_____

## **Field Training Program Completion Record / Competency Attestation**

\_\_\_\_\_  
(Name of Recruit Officer)

\_\_\_\_\_  
(Date of completion)

I have been instructed in all items in the Field Training Manual.

\_\_\_\_\_  
(Signature of Recruit Officer)

\_\_\_\_\_  
(Date)

I certify that Officer \_\_\_\_\_ has performed competently in all structured learning content areas. I also certify that all tests have been completed in a satisfactory manner. I further certify that he/she is now prepared to work as a solo patrol officer.

\_\_\_\_\_  
(Signature of Primary FTO)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Signature of FTP Supervisor)

\_\_\_\_\_  
(Date)

I attest that the above named recruit officer has satisfactorily completed the prescribed Field Training Program and is competent to perform as a solo patrol officer.

\_\_\_\_\_  
(Signature of Chief of Police)

\_\_\_\_\_  
(Date)

**Belmont Police Department - Recruit Officer Evaluation Report**

Recruit Officer:	Week #:
Dates:	FTO:

**RATING INSTRUCTIONS:** Rate observed behavior with reference to the scale below. Specific comments are encouraged generally, but are required for all ratings of “2” or less and “6” or above. You may comment on any observed behavior. Use the category number below for reference in the narrative, and include the dates/ times.

**1- 2** > Unacceptable rating

**3** > Indicates that the recruit is not yet performing at the level of a solo beat officer.

**4-5** > Acceptable

**NO** > Not Observed

**6-7** > Superior

**NRT** > Not responding to training

	(DATE)				
<b>APPEARANCE:</b>					
1. General Appearance					
<b>ATTITUDE:</b>					
2. Acceptance of Feedback					
3. Toward Police Work					
4. Preparedness for work					
5. With FTO					
6. With other recruits					
7. With Supervisors / Commanders					
8. With citizens					
9. With cultural groups					
<b>KNOWLEDGE:</b>					
10. Department Policies / Procedures					
11. Penal Code					
12. Vehicle Code					
13. Reflected Verbally					
14. Criminal Justice System					
15. Search and Seizure Laws					

Recruit Officer \_\_\_\_\_

FTO: \_\_\_\_\_

FTP Supervisor \_\_\_\_\_

## REPORT WRITING:

16. Accuracy / Completeness	_____	_____	_____	_____
17. Organization / Details	_____	_____	_____	_____
18. Spelling/Grammar/Neatness	_____	_____	_____	_____
19. Appropriate Time Used	_____	_____	_____	_____

## PERFORMANCE:

20. Radio / 10-Code	_____	_____	_____	_____
21. Radio / listen-comprehend	_____	_____	_____	_____
22. Radio Articulation	_____	_____	_____	_____
23. Use of Map / Response Time	_____	_____	_____	_____
24. Field Scenarios	_____	_____	_____	_____
25. Driving Performance	_____	_____	_____	_____
26. Driving / moderate stress conditions	_____	_____	_____	_____
27. Field Performance / non-stress	_____	_____	_____	_____
28. Field Performance /stress conditions	_____	_____	_____	_____
29. Self-Initiated activity	_____	_____	_____	_____
30. Officer Safety / general	_____	_____	_____	_____
31. Officer Safety with:				
(a) 5150 Persons	_____	_____	_____	_____
(b) Prisoners	_____	_____	_____	_____
32. Control of Conflict / Voice	_____	_____	_____	_____
33. Control of Conflict / Physical	_____	_____	_____	_____
34. Problem Solving / Decision Making	_____	_____	_____	_____
35. Interview Techniques	_____	_____	_____	_____
36. Disturbance Calls	_____	_____	_____	_____
37. Traffic Stops	_____	_____	_____	_____
38. Criminal Investigations	_____	_____	_____	_____
39. Collision Investigations	_____	_____	_____	_____
40. Patrol Procedures	_____	_____	_____	_____
41. Crime Prevention	_____	_____	_____	_____
42. Oral Communications	_____	_____	_____	_____
43. Crisis Intervention	_____	_____	_____	_____

Review / Initial each day:	(Recruit)	_____	_____	_____	_____
	(FTO)	_____	_____	_____	_____

## COMMENTS:

See attached page(s) for narrative portion of evaluation.

Recruit Officer \_\_\_\_\_ FTO: \_\_\_\_\_

FTP Supervisor \_\_\_\_\_

**Date(s):**

**Comments:**

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**Most Acceptable Performance of the Day:**

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**Least Acceptable Performance of the Day:**

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Recruit Officer \_\_\_\_\_

FTO: \_\_\_\_\_

FTP Supervisor \_\_\_\_\_

## SUPERVISOR'S WEEKLY REPORT

Recruit Officer: \_\_\_\_\_ Supervisor: \_\_\_\_\_

I have reviewed the above listed recruit officer's Daily Observation Reports for the week of \_\_\_\_\_ to \_\_\_\_\_. I have also discussed his/her overall performance with FTO \_\_\_\_\_.

**Additional methods(s) by which the trainee's performance was evaluated:**

☐ Report Review    ☐ Meetings    ☐ Direct Observation  
☐ Other \_\_\_\_\_

**Regarding the recruit officer's performance:**

I ☐ have ☐ have not discussed the recruit officer's significant strengths with him/her.

I ☐ have ☐ have not discussed the recruit officer's significant weaknesses with him/ her.

The recruit officer's significant weaknesses ☐ have ☐ have not required remedial training.

**Remedial training, if provided, consisted of:**

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**Comments regarding significant strengths, weaknesses, and progress to date:**

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The recruit officer's progress to date is ☐ acceptable ☐ not acceptable based on the above information.

\_\_\_\_\_  
Recruit Officer

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor

\_\_\_\_\_  
Date

FTP Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_

## **SUMMARY EVALUATION REPORT**

\_\_\_\_\_  
Recruit Officer

\_\_\_\_\_  
FTO

Week(s) \_\_\_\_\_ to \_\_\_\_\_

Date Phase Began: \_\_\_\_\_ Date Phase Ended: \_\_\_\_\_

### **Significant Strengths**

- 1.
- 2.
- 3.

### **Significant Weaknesses**

- 1.
- 2.
- 3.

### **Additional Comments / Remedial Efforts:**

The recruit officer ☐ is ☐ is not performing at a solo patrol officer level.

Recruit Officer: \_\_\_\_\_

Date: \_\_\_\_\_

FTO: \_\_\_\_\_

Date: \_\_\_\_\_

FTP Supervisor: \_\_\_\_\_

Date: \_\_\_\_\_

## **REMEDIAL TRAINING ASSIGNMENT WORKSHEET**

Recruit Officer: \_\_\_\_\_ Date: \_\_\_\_\_ Week #: \_\_\_\_\_

Your FTO has identified one or more areas of deficient performance that need your immediate attention and improvement. You will be expected to fully complete the training assignment below by \_\_\_\_\_.  
(Date)

### **PERFORMANCE DEFICIENCIES:**

Define the problem specifically giving examples. Describe the training already conducted.

### **TRAINING ASSIGNMENT:**

Describe the specific assignments given to the recruit officer.

*FTO will describe the specific assignment(s) given to the recruit officer to correct the above-described problem(s). Assignment(s) will be given in terms of specific performance goals (i.e.: practice self-initiated car stops daily for 3 shifts resulting in, at least, satisfactory level in identified areas).*

Recruit Officer's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

FTOs Signature \_\_\_\_\_ Date: \_\_\_\_\_

### **ASSIGNMENT COMPLETION:**

Has recruit officer satisfactorily completed the training plan?

Is the officer now performing at a competent level?

Has an additional assignment been given?

### **COMMENTS:**

If the training plan is not satisfactorily completed, specific recommendations **MUST** be made regarding the recruit officer's continued substandard performance. Additional REMEDIAL TRAINING WORKSHEETS should be generated outlining a follow-up training plan.

**\*\*It is the responsibility of the ORIGINATING FTO to ensure that this assignment is communicated to the recruit officer's next FTO so that follow-up can be monitored.**

Recruit Officer's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

FTOs Signature: \_\_\_\_\_ Date: \_\_\_\_\_

FTP Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_



## BELMONT POLICE DEPARTMENT EVALUATION OF FIELD TRAINING OFFICER

Field Training Officer: \_\_\_\_\_ Date: \_\_\_\_\_  
Recruit Officer: \_\_\_\_\_

In an effort to ensure that the Field Training Officer maintains a high level of skill, performance and interest, this evaluation form is presented to the recruit officer for completion. It is to the FTO's benefit to know the impression that he/she is making and the effectiveness of their training. It is the Department's belief that an FTO who is truly interested in doing his/her best would welcome this type of objective feedback. With that in mind, please complete the evaluation honestly and objectively for the Field Training Officer. The FTOs will not receive these forms but may be presented with a summary of your comments. You are asked to sign your name, but the source of the comments will not be made known to the FTOs. Please complete the evaluation form and turn in the form to the FTO supervisor.

INSTRUCTIONS: Circle one of the responses, which are beneath each of the seven statements below. An indication of poor or fair must be explained on the lines following. Average, good or excellent ratings do not have to be explained, unless you wish to include a narrative. Please do not give one of the latter ratings just to avoid writing an explanation, remember that only an objective and honest evaluation will serve any purpose.

### ABOUT YOUR TRAINING OFFICER, HOW WOULD YOU RATE:

1. His / her ability as a Police Officer?

☐ Poor      ☐ Fair      ☐ Average      ☐ Above Average      ☐ Excellent

Explanation: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. The example set for you?

☐ Poor      ☐ Fair      ☐ Average      ☐ Above Average      ☐ Excellent

Explanation: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. Knowledge of the training material covered?

☐ Poor      ☐ Fair      ☐ Average      ☐ Above Average      ☐ Excellent

Explanation: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. Skill as an instructor/teacher/trainer?

☐ Poor      ☐ Fair      ☐ Average      ☐ Above Average      ☐ Excellent

Explanation: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

5. Ability to communicate with you and provide clear/ reasonable direction?

☐ Poor      ☐ Fair      ☐ Average      ☐ Above Average      ☐ Excellent

Explanation: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

6. Application of honesty, fairness and objectivity in rating you?

☐ Poor      ☐ Fair      ☐ Average      ☐ Above Average      ☐ Excellent

Explanation: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

7. Overall attitude for the work he/she is doing?

☐ Poor      ☐ Fair      ☐ Average      ☐ Above Average      ☐ Excellent

Explanation: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

List the area(s) in which you think your FTO puts forth his/her best effort.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

List the area(s) in which you think your FTO puts forth his/her least effort.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Any additional comments you may wish to make:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Recruit Officer: \_\_\_\_\_

Date: \_\_\_\_\_

## FIELD TRAINING PROGRAM CRITIQUE FORM

The Field Training Program personnel are determined to provide new employees with an effective training experience. Below is a list of questions pertaining to the training you received while involved in the Field Training Program. The purpose of the form is to present objective feedback to program personnel to be used to improve and enhance the program's effectiveness. Please read each question carefully and respond honestly and directly. Your candidness and comments will be appreciated. Once completed, please return the form to the FTP Supervisor

Did the orientation process help you prepare for the Field Training Program and did you understand the program expectations as they were presented to you?

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Was the length of the program adequate? If not, why?

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Do you feel that the training you received in the program was meaningful in relation to the job you are now doing? Did it follow what you learned in the academy?

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Were there any areas of training you felt were ignored which should have been included or extended? Is there anything you would have liked to see done differently?

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Was the instruction and training provided by the FTOs generally consistent with one another?

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Do you feel the evaluations in the Field Training Program were helpful for your development as a police officer?

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Do you feel program personnel were objective in making evaluations, judgments, and decisions about you?

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Upon completion of the Field Training Program, do you feel you were proficient in each of the following areas?

Department Policies and Procedures	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Patrol Vehicle Operations	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Officer Safety	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Report Writing	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Codes and Law	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Patrol Procedures	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Handcuffing an Searching Techniques	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Use of Force	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Traffic (including DUI & Accidents)	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Search and Seizure	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Radio Procedures	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Investigations and Evidence	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Conflict Resolution	<input type="checkbox"/> YES	<input type="checkbox"/> NO
COPPS/ POP	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Courtroom Procedures	<input type="checkbox"/> YES	<input type="checkbox"/> NO

What is the greatest strength of the FTO Program and are there any changes that could be made to improve the program?

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Use the space below to add anything that may not have been covered above.

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\_\_\_\_\_  
Recruit Officer Signature

\_\_\_\_\_  
Date

## **CODE OF CONDUCT FOR LAW ENFORCEMENT OFFICIALS**

*Adopted by General Assembly resolution 34/169 of 17 December 1979*

### **Article 1**

Law enforcement officials shall at all times fulfill the duty imposed upon them by law, by serving the community and by protecting all persons against illegal acts, consistent with the high degree of responsibility required by their profession.

#### ***Commentary:***

*(a) The term "law enforcement officials", includes all officers of the law, whether appointed or elected, who exercise police powers, especially the powers of arrest or detention.*

*(b) In countries where police powers are exercised by military authorities, whether uniformed or not, or by State security forces, the definition of law enforcement officials shall be regarded as including officers of such services.*

*(c) Service to the community is intended to include particularly the rendition of services of assistance to those members of the community who by reason of personal, economic, social or other emergencies are in need of immediate aid.*

*(d) This provision is intended to cover not only all violent, predatory and harmful acts, but extends to the full range of prohibitions under penal statutes. It extends to conduct by persons not capable of incurring criminal liability.*

### **Article 2**

In the performance of their duty, law enforcement officials shall respect and protect human dignity and maintain and uphold the human rights of all persons.

#### ***Commentary:***

*(a) The human rights in question are identified and protected by national and international law. Among the relevant international instruments are the Universal Declaration of Human Rights, the International Covenant on Civil and Political Rights, the Declaration on the Protection of All Persons from Being Subjected to Torture and Other Cruel, Inhuman or Degrading Treatment or Punishment, the United Nations Declaration on the Elimination of All Forms of Racial Discrimination, the International Convention on the Elimination of All Forms of Racial Discrimination, the International Convention on the Suppression and Punishment of the Crime of Apartheid, the Convention on the Prevention and Punishment of the Crime of Genocide, the Standard Minimum Rules for the Treatment of Prisoners and the Vienna Convention on Consular Relations.*

*(b) National commentaries to this provision should indicate regional or national provisions identifying and protecting these rights.*

### **Article 3**

Law enforcement officials may use force only when strictly necessary and to the extent required for the performance of their duty.

#### ***Commentary:***

*(a) This provision emphasizes that the use of force by law enforcement officials should be exceptional; while it implies that law enforcement officials may be authorized to use force as is reasonably necessary under the circumstances for the prevention of crime or in effecting or assisting in the lawful arrest of offenders or suspected offenders, no force going beyond that may be used.*

*(b) National law ordinarily restricts the use of force by law enforcement officials in accordance with a principle of proportionality. It is to be understood that such national principles of proportionality are to be*

*respected in the interpretation of this provision. In no case should this provision be interpreted to authorize the use of force which is disproportionate to the legitimate objective to be achieved.*

*(c) The use of firearms is considered an extreme measure. Every effort should be made to exclude the use of firearms, especially against children. In general, firearms should not be used except when a suspected offender offers armed resistance or otherwise jeopardizes the lives of others and less extreme measures are not sufficient to restrain or apprehend the suspected offender. In every instance in which a firearm is discharged, a report should be made promptly to the competent authorities.*

#### **Article 4**

Matters of a confidential nature in the possession of law enforcement officials shall be kept confidential, unless the performance of duty or the needs of justice strictly require otherwise.

#### ***Commentary:***

*By the nature of their duties, law enforcement officials obtain information which may relate to private lives or be potentially harmful to the interests, and especially the reputation, of others. Great care should be exercised in safeguarding and using such information, which should be disclosed only in the performance of duty or to serve the needs of justice. Any disclosure of such information for other purposes is wholly improper.*

#### **Article 5**

No law enforcement official may inflict, instigate or tolerate any act of torture or other cruel, inhuman or degrading treatment or punishment, nor may any law enforcement official invoke superior orders or exceptional circumstances such as a state of war or a threat of war, a threat to national security, internal political instability or any other public emergency as a justification of torture or other cruel, inhuman or degrading treatment or punishment.

#### ***Commentary:***

*(a) This prohibition derives from the Declaration on the Protection of All Persons from Being Subjected to Torture and Other Cruel, Inhuman or Degrading Treatment or Punishment, adopted by the General Assembly, according to which: "[Such an act is] an offence to human dignity and shall be condemned as a denial of the purposes of the Charter of the United Nations and as a violation of the human rights and fundamental freedoms proclaimed in the Universal Declaration of Human Rights [and other international human rights instruments]."*

*(b) The Declaration defines torture as follows:*

*". . . torture means any act by which severe pain or suffering, whether physical or mental, is intentionally inflicted by or at the instigation of a public official on a person for such purposes as obtaining from him or a third person information or confession, punishing him for an act he has committed or is suspected of having committed, or intimidating him or other persons. It does not include pain or suffering arising only from, inherent in or incidental to, lawful sanctions to the extent consistent with the Standard Minimum Rules for the Treatment of Prisoners."*

*(c) The term "cruel, inhuman or degrading treatment or punishment" has not been defined by the General Assembly but should be interpreted so as to extend the widest possible protection against abuses, whether physical or mental.*

### **Article 6**

Law enforcement officials shall ensure the full protection of the health of persons in their custody and, in particular, shall take immediate action to secure medical attention whenever required.

#### ***Commentary:***

*(a) "Medical attention", which refers to services rendered by any medical personnel, including certified medical practitioners and paramedics, shall be secured when needed or requested.*

*(b) While the medical personnel are likely to be attached to the law enforcement operation, law enforcement officials must take into account the judgment of such personnel when they recommend providing the person in custody with appropriate treatment through, or in consultation with, medical personnel from outside the law enforcement operation.*

*(c) It is understood that law enforcement officials shall also secure medical attention for victims of violations of law or of accidents occurring in the course of violations of law.*

### **Article 7**

Law enforcement officials shall not commit any act of corruption. They shall also rigorously oppose and combat all such acts.

#### ***Commentary:***

*(a) Any act of corruption, in the same way as any other abuse of authority, is incompatible with the profession of law enforcement officials. The law must be enforced fully with respect to any law enforcement official who commits an act of corruption, as Governments cannot expect to enforce the law among their citizens if they cannot, or will not, enforce the law against their own agents and within their agencies.*

*(b) While the definition of corruption must be subject to national law, it should be understood to encompass the commission or omission of an act in the performance of or in connection with one's duties, in response to gifts, promises or incentives demanded or accepted, or the wrongful receipt of these once the act has been committed or omitted.*

*(c) The expression "act of corruption" referred to above should be understood to encompass attempted corruption.*

### **Article 8**

Law enforcement officials shall respect the law and the present Code. They shall also, to the best of their capability, prevent and rigorously oppose any violations of them.

Law enforcement officials who have reason to believe that a violation of the present Code has occurred or is about to occur shall report the matter to their superior authorities and, where necessary, to other appropriate authorities or organs vested with reviewing or remedial power.

#### ***Commentary:***

*(a) This Code shall be observed whenever it has been incorporated into national legislation or practice. If legislation or practice contains stricter provisions than those of the present Code, those stricter provisions shall be observed.*

*(b) The article seeks to preserve the balance between the need for internal discipline of the agency on which public safety is largely dependent, on the one hand, and the need for dealing with violations of basic human rights, on the other. Law enforcement officials shall report violations within the chain of command and take other lawful action outside the chain of command only when no other remedies are available or effective. It is understood that law enforcement officials shall not suffer administrative or other penalties because they have reported that a violation of this Code has occurred or is about to occur.*

*(c) The term "appropriate authorities or organs vested with reviewing or remedial power" refers to any authority or organ existing under national law, whether internal to the law enforcement agency or*

*independent thereof, with statutory, customary or other power to review grievances and complaints arising out of violations within the purview of this Code.*

*(d) In some countries, the mass media may be regarded as performing complaint review functions similar to those described in subparagraph (c) above. Law enforcement officials may, therefore, be justified if, as a last resort and in accordance with the laws and customs of their own countries and with the provisions of article 4 of the present Code, they bring violations to the attention of public opinion through the mass media.*

*(e) Law enforcement officials who comply with the provisions of this Code deserve the respect, the full support and the co-operation of the community and of the law enforcement agency in which they serve, as well as the law enforcement profession.*



## **LAW ENFORCEMENT CODE OF ETHICS**

As a law enforcement officer, my fundamental duty is to serve the community; to safeguard lives and property; to protect the innocent against deception, the weak against oppression or intimidation and the peaceful against violence or disorder; and to respect the constitutional rights of all men to liberty, equality and justice.

I will keep my private life unsullied as an example to all and will behave in a manner that does not bring discredit to me or my agency. I will maintain courageous calm in the face of danger, scorn, or ridicule; develop self-restraint; and be constantly mindful of the welfare of others. Honest in thought and deed in both my personal and official life. I will be exemplary in obeying the law and the regulations of my department.

Whatever I see or hear of a confidential nature or that is confided to me in my official capacity will be kept ever-secret unless revelation is necessary in the performance of my duty. I will never act officiously or permit personal feelings, prejudices, political beliefs, aspirations, animosities or friendships to influence my decisions. With no compromise for crime and with relentless prosecution of criminals, I will enforce the law courteously and appropriately without fear or favor, malice or ill-will, never employing unnecessary force or violence and never accepting gratuities.

I recognize the badge of my office as a symbol of public faith, and I accept it as a public trust to be held so long as I am true to the ethics of the police service. I will constantly strive to achieve these objectives and ideals, dedicating myself before God to my chosen profession... law enforcement. I will never engage in acts of corruption or bribery, nor will I condone such acts by other police officers. I will cooperate with all legally authorized agencies and their representatives in the pursuit of justice.

I know that I alone am responsible for my own standard of professional performance and will take every reasonable opportunity to enhance and improve my level of knowledge and competence.

## Law Enforcement Oath of Honor

On my honor,  
I will never betray my badge,  
my integrity, my character,  
or the public trust.  
I will always have the courage  
to hold myself and others  
accountable for our actions.  
I will always uphold the  
Constitution,  
the community and  
the agency I serve,  
so help me God.

Developed by the  
International Association of Chiefs of Police  
Committee on Police Ethics

Before Police Officers take upon themselves the  
**"LAW ENFORCEMENT OATH OF HONOR,"**  
it is vital that they understand what it truly means. An oath  
is a solemn pledge someone voluntarily makes when they  
sincerely intend to do what they say. The key words in the  
**"LAW ENFORCEMENT OATH OF HONOR"**  
are defined thusly:

**HONOR** means giving one's word as a bond and guarantee.

**BETRAY** is defined as breaking faith and proving false.

The **BADGE** is a visible-symbol of the power of your office.

**INTEGRITY** is firm adherence to principles, both in our private and public life.

**CHARACTER** means the qualities and standards of behavior that distinguish an individual.

The **PUBLIC TRUST** is a duty imposed in faith to those we are sworn to serve.

**COURAGE** is having the "heart," the mental, and the moral strength to venture, persevere,  
withstand, and overcome danger, difficulty, and fear.

**ACCOUNTABILITY** means that we are answerable and responsible for our actions.

**COMMUNITY** is the municipalities, neighborhoods, and citizens we serve.

## **IN HOUSE TRAINING**

- **ORIENTATION:**
  - Uniform / Equipment Checklist
  - Station Orientation
  - US Constitutional Rights
- **ETHICS**
  - Code of Conduct for Law Enforcement Officials
  - Law Enforcement Code of Ethics
  - Law Enforcement Oath of Honor
- **LEADERSHIP**
- **COMMUNITY ORIENTATION / GEOGRAPHIC LOCATIONS**
- **FIRST AID**
- **REPORT WRITING / COMPUTERS**
- **ARREST CONTROL / BATON**
- **CROWD CONTROL**
- **DEPARTMENT POLICY MANUAL**
- **BELMONT CITY ORDINANCES**
- **TESTS:**
  - Use of Force
  - Police Pursuits
  - Less than Full Access
  - Range Qualification
  - Defensive Tactics Review

**ORIENTATION:**

The officer will read and review the introductory sections of the FTO Manual.

DATE	TRAINED	DATE	TESTED
_____	_____	_____	_____

Explain the officer's relationship with the FTO and what is expected during the progression of the program.

_____	_____	_____	_____
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Assure that the officer knows his/her own radio call sign and enough radio procedure to request help/cover if necessary.

_____	_____	_____	_____
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The officer will qualify at the range with a Range Master and understand the policy regarding the carrying of off duty weapons.

_____	_____	_____	_____
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The office will explain the hours of all shifts and be able to explain the absence reporting requirements.

_____	_____	_____	_____
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The officer will possess the proper uniform, equipment and supplies. The officer will be inspected for completeness and serviceability.

_____	_____	_____	_____
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Refer to In-House Recruit Officer Equipment Checklist for list of equipment and supplies to be provided or possessed by new officers.

DATE TRAINED

DATE TESTED

**ORIENTATION, cont.**

The officer will be shown where to locate various reference materials.

Policy Manual	_____	_____	_____	_____
Penal Codes	_____	_____	_____	_____
Vehicle Codes	_____	_____	_____	_____
Traffic Collision Manual	_____	_____	_____	_____
Health and Safety Codes	_____	_____	_____	_____
Welfare and Institutions Codes	_____	_____	_____	_____
Legal Source Book	_____	_____	_____	_____
Report Forms	_____	_____	_____	_____

The officer will be familiar with the following equipment / locations.

Radios	_____	_____	_____	_____
Telephone systems	_____	_____	_____	_____
APBnet Flyers	_____	_____	_____	_____
Gun locker	_____	_____	_____	_____
Armory	_____	_____	_____	_____
Fingerprint stations/LiveScan	_____	_____	_____	_____
Evidence Processing/Lockers	_____	_____	_____	_____
Copy/Fax machine/Scanner	_____	_____	_____	_____
Computer/Reverse directory	_____	_____	_____	_____
Shift Bulletins	_____	_____	_____	_____
BOLs/Teletypes	_____	_____	_____	_____

The officer shall recognize the basic rights of all persons as granted by the United States Constitution and shall at all times adhere to those rights granted by the following amendments:

\_\_\_\_\_

First – Freedom of religion, speech, press, and public assembly

Fourth – Search and seizure only by warrant or good cause

Fifth – Right to trial; no double jeopardy; no self-incrimination; right to due process; and no confiscation without compensation

Sixth – Right to a speedy trial

Eighth – Excessive bail prohibited

Fourteenth – Civil rights (18 USC, 242 Color of law/authority)

**ETHICS**

The officer shall identify law enforcement ethical standards - (Law Enforcement Code of Ethics, Oath of Honor, and the Code of Conduct) and explain and/ or demonstrate how they apply to ethical decision-making.

DATE TRAINED DATE TESTED

\_\_\_\_\_

The officer shall demonstrate the ability to accept responsibility for his/her actions.

\_\_\_\_\_

The officer shall illustrate, through explanation or example, the following aspects of ethical conduct:

\_\_\_\_\_

An officer shall not engage in any conduct or activities on or off duty that bring discredit on the officer, bring the department into disrepute, or impair its efficient and effective operation.

\_\_\_\_\_

Officers shall conduct themselves in a manner that will foster cooperation among members of the department, showing respect, courtesy, and professionalism in their dealings with one another.

\_\_\_\_\_

Officers shall not use language or engage in acts that demean, harass, or intimidate another.

\_\_\_\_\_

Officers shall conduct themselves toward the public in a civil and professional manner that implies a service orientation and that will foster public respect and cooperation.

\_\_\_\_\_

Officers shall treat violators with respect and courtesy, guard against employing an officious or overbearing attitude or language that may belittle, ridicule, or intimidate the individual, or act in a manner that unnecessarily delays the performance of duty.

\_\_\_\_\_

While recognizing the need to demonstrate authority and control over criminal suspects and prisoners, officers shall adhere to the department's Use of Force policy and shall observe the civil rights and protect the well-being of those in their charge.

DATE TRAINED DATE TESTED

\_\_\_\_\_

The officer shall recognize his/her responsibility to intervene to stop offenses (unlawful/unethical acts) by other officers in order to maintain or restore professional control over a given situation or to improve the professional quality of future interactions.

\_\_\_\_\_

The officer shall identify and evaluate methods for handling unethical or criminal conduct on the part of a fellow officer.

\_\_\_\_\_

The officer shall identify and discuss problems associated with some common ethical decisions, including:

- Non-enforcement of specific laws by personal choice
- Acceptance of gratuities
- Misuse of sick time, etc.

\_\_\_\_\_

\_\_\_\_\_

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The officer shall review and explain the policies and procedures from the Policy Manual associated with conduct both on and off duty

\_\_\_\_\_

The officer shall explain the most common limitations of their discretionary authority, to include:

- Law
- Departmental policy and procedure
- Departmental goals and objectives
- Community expectations
- Officer Safety

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The officer shall identify the potential consequences of inappropriate discretionary decision making, including:

- Death or injury
- Additional crime
- Civil and vicarious liability

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- Discipline
- Embarrassment to department
- Relationship with the community

DATE	TRAINED	DATE	TESTED
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Given various scenarios, simulated incidents, or calls for service the officer shall identify and determine which of the following are acceptable decisions:

- Arrest
- Cite and Release
- Referral
- Verbal warning
- No action

_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

## **LEADERSHIP**

The officer shall identify and develop effective leadership strategies that provide purpose, direction, and motivation to co-workers and community members.

_____	_____	_____	_____
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The officer shall illustrate through explanation or example how each of the following leadership competencies can affect his/her skills and abilities as an officer:

- Integrity
- Credibility
- Trust
- Discretion
- Duty
- Loyalty
- Honesty

_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

The officer shall assess and explain his/her leadership role within the department with clear consideration of the organization's vision, mission, and values statement.

_____	_____	_____	_____
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## **COMMUNITY ORIENTATION / GEOGRAPHIC LOCATIONS**

The officer will locate and explain each of the following within the City.

- City Hall
- City Manager's office
- Council Chambers
- City Clerk's office

_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____



	DATE	TRAINED	DATE	TESTED
Finance Department/Business Licenses	_____	_____	_____	_____
Parks and Recreation Department	_____	_____	_____	_____
Public Works Operations	_____	_____	_____	_____
Public Works Engineering/Administration	_____	_____	_____	_____
Nesbit Elementary School	_____	_____	_____	_____
Central Elementary School	_____	_____	_____	_____
Notre Dame Elementary/High School	_____	_____	_____	_____
Notre Dame de Namur University	_____	_____	_____	_____
Belmont Sports Complex	_____	_____	_____	_____
O'Donnell Park	_____	_____	_____	_____
Alexander Park	_____	_____	_____	_____
Twin Pines Park	_____	_____	_____	_____
Barrett Community Center	_____	_____	_____	_____
Patricia Wharton Park	_____	_____	_____	_____
Cipriani School	_____	_____	_____	_____
Davey Glen Park	_____	_____	_____	_____
Charles Armstrong School	_____	_____	_____	_____
Carlmont High School	_____	_____	_____	_____
Immaculate Heart of Mary	_____	_____	_____	_____
Merry Moppett/Belmont Oaks Academy	_____	_____	_____	_____
Hastings Tot Lot	_____	_____	_____	_____
Hidden Canyon Park	_____	_____	_____	_____
Ralston School	_____	_____	_____	_____
Fox School	_____	_____	_____	_____
Belameda Park	_____	_____	_____	_____
Water Dog Lake	_____	_____	_____	_____
Hallmark Park	_____	_____	_____	_____
Belmont Library	_____	_____	_____	_____
McDougal Park	_____	_____	_____	_____

The officer will identify the locations of the following support agencies.

San Mateo Medical Center (ER/Registration)	_____	_____	_____	_____
Keller Center	_____	_____	_____	_____
Psychiatric Emergency Services	_____	_____	_____	_____
Sequoia Hospital	_____	_____	_____	_____
Mills Hospital	_____	_____	_____	_____
Peninsula Hospital	_____	_____	_____	_____
Kaiser Hospital (SSF / RWC)	_____	_____	_____	_____
Emergency Pet Hospital (ECR, SNC)	_____	_____	_____	_____
San Mateo County Sheriff's Office	_____	_____	_____	_____
SMCSO San Carlos Bureau	_____	_____	_____	_____
SMCSO Records/Investigations	_____	_____	_____	_____

	DATE	TRAINED	DATE	TESTED
San Mateo County Jail – Maguire	_____	_____	_____	_____
San Mateo County Jail – Maple Street	_____	_____	_____	_____
San Mateo County NTF/VTTF	_____	_____	_____	_____
SMCSO – Gang Intelligence Unit	_____	_____	_____	_____
Crime Lab/Coroner’s Office	_____	_____	_____	_____
California Highway Patrol -Redwood City	_____	_____	_____	_____
Hillcrest (Juvenile Hall and Courts)	_____	_____	_____	_____
Southern Traffic Court	_____	_____	_____	_____
District Attorney’s Office (3 <sup>rd</sup> & 4 <sup>th</sup> Floors)	_____	_____	_____	_____
San Mateo County Courts (RWC * SSF)	_____	_____	_____	_____
Your House South (Juvenile housing)	_____	_____	_____	_____
Children's receiving home (CPS Tower Rd)	_____	_____	_____	_____
Peninsula Humane Society	_____	_____	_____	_____
First Chance	_____	_____	_____	_____

### **FIRST AID**

The officer shall review and explain the agency’s policy on administering first aid, including use of the AED.

\_\_\_\_\_

The officer shall discuss why a law enforcement officer is morally, ethically, and legally (per 1799 HS) required to maintain proficiency in first aid techniques.

\_\_\_\_\_

The officer shall explain why the improper application of first aid techniques could conceivably result in civil action against the officer and the agency.

\_\_\_\_\_

The officer shall explain the agency’s plan for the management of occupational exposure to blood and airborne pathogens.

\_\_\_\_\_

The officer shall explain department policies concerning providing aid and transportation to sick or injured persons.

\_\_\_\_\_

The officer will list four ways of controlling bleeding.

- Elevation
- Direct pressure
- Pressure points
- Tourniquet

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The officer will review the two types of CPR with a qualified CPR instructor. *(Use fire dept. to complete this section as necessary. If no valid CPR card make arrangements through Training Manager.)*

- One person CPR
- Two person CPR
- Ambu-bag video and training

DATE TRAINED DATE TESTED

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The officer will identify the symptoms and first aid procedures for an epilepsy incident.

\_\_\_\_\_

The officer will discuss the benefits of locating medic alert badges/bracelets/necklaces and/or I.D. cards in emergency first aid situations.

\_\_\_\_\_

The officer will identify those symptoms that distinguish Huntington's Disease from alcohol intoxication.

- Lack of alcohol odor on breath
- Uncontrollable body movements

\_\_\_\_\_  
\_\_\_\_\_

The officer will discuss those situations which may require a multi-paramedic response.

- Major accidents
- Major disasters
- Airplane crashes
- Large fires/explosions

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The officer will tour an ambulance for familiarization of uses and basic equipment, and will discuss medic response (type and number of units) to the following:

- Medical emergency (0-5 injured)
- Expanded medical (5-15 injured)
- Major medical (16-50 injured)
- Medical disaster (50+ injured)

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## **REPORT WRITING / COMPUTERS**

The officer will become familiar with the following department report forms

Crime Report  
Supplemental Report  
CAD/Incident Report

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

	DATE	TRAINED	DATE	TESTED
Emergency Protective Order (EPO)	_____	_____	_____	_____
DV-279	_____	_____	_____	_____
Victim of Violent Crime Notification	_____	_____	_____	_____
Deadly Weapons Confiscation	_____	_____	_____	_____
DV Resource Guide & CORA	_____	_____	_____	_____
293 PC	_____	_____	_____	_____
CHP 555/556/555-03	_____	_____	_____	_____
CHP 180	_____	_____	_____	_____
DL310	_____	_____	_____	_____
DS427	_____	_____	_____	_____
DS367/DS367M/DS367SP	_____	_____	_____	_____
BPD202	_____	_____	_____	_____
11550 H&S Supplemental	_____	_____	_____	_____
5150 WI/72 Hour Hold	_____	_____	_____	_____
Mental Health Information Release	_____	_____	_____	_____
Inebriate Transport	_____	_____	_____	_____
849 PC	_____	_____	_____	_____
Citizen's Arrest Form (CA)	_____	_____	_____	_____
Missing Person – DOJ CJIS8568	_____	_____	_____	_____
BPD Missing Person Investigation	_____	_____	_____	_____
Suspected Child Abuse/CPS Referral	_____	_____	_____	_____
Property/Evidence	_____	_____	_____	_____
Suspected Elder Abuse/APS Referral	_____	_____	_____	_____
Animal Bite report	_____	_____	_____	_____
Field ID/Photo Lineup Admonition	_____	_____	_____	_____
Consent to Search/Electronics Consent	_____	_____	_____	_____
Medical Release	_____	_____	_____	_____
Juvenile Contact Report (JCR)	_____	_____	_____	_____
Juvenile PCD & Felony NTA	_____	_____	_____	_____
Juvenile Diversion Contract	_____	_____	_____	_____
Vehicle Maintenance Request	_____	_____	_____	_____
Notice To Appear/Citation	_____	_____	_____	_____
Citation Dismissal Request	_____	_____	_____	_____
TR-100 Notice to Correct (Moving/Criminal)	_____	_____	_____	_____
Parking/Admin. Citations/Bail Sched.	_____	_____	_____	_____
Citation Amendment (Parking)	_____	_____	_____	_____
Truancy Warnings	_____	_____	_____	_____
Loud Party Notice	_____	_____	_____	_____
ATC Door Hanger	_____	_____	_____	_____
Abandoned Vehicle (11-24) Sticker	_____	_____	_____	_____
Request for Leave	_____	_____	_____	_____
Overtime	_____	_____	_____	_____
602 PC – Trespass Order	_____	_____	_____	_____

The officer will be able to login and access the CAD/report writing system (RIMS).

\_\_\_\_\_

Review County Protocols to include:

- Chronic Inebriate
- Homicide
- Elder & Dependent Adult Abuse
- Missing/Abducted Child
- Officer Involved Critical Incident
- Child Sexual Assault
- Human Trafficking
- Workplace Fatality
- School Violence Prevention
- Pursuit
- In-Custody Death
- Electronic Tracking System (ETS)
- Deaths to Coroner Reporting
- Airport Traffic Control (Code 2000)

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**DEFENSIVE TACTICS INSTRUCTOR:** \_\_\_\_\_

*(This section should be completed with a certified DT Instructor prior to entering Week 1)*

**ARREST CONTROL / BATON**

	DATE	TRAINED	DATE	TESTED
The officer will demonstrate the proper weaponless defense tactics.				
• Wrist locks	_____	_____	_____	_____
• Twist locks	_____	_____	_____	_____
• Take downs	_____	_____	_____	_____
• Personal Body Weapons	_____	_____	_____	_____
• Handcuffing	_____	_____	_____	_____
• Cursory searches	_____	_____	_____	_____
The officer will identify those body points that are recognized as preferred target areas and those body points which are potentially lethal when struck by a baton.	_____	_____	_____	_____
The officer will demonstrate evasive tactics with the baton starting at the port position.				
• Counter jab	_____	_____	_____	_____
• Counter defensive blow	_____	_____	_____	_____
• Counter wrist blow	_____	_____	_____	_____
• Wrist release	_____	_____	_____	_____
• Twist release	_____	_____	_____	_____
The officer will identify the reasons for two-handed use of the baton in riot formation.	_____	_____	_____	_____
Prevent use of baton in a striking manner	_____	_____	_____	_____
Minimize the chances of losing baton to an adversary	_____	_____	_____	_____
Minimize adverse public reaction to using a baton	_____	_____	_____	_____
Two handed blow is more effective	_____	_____	_____	_____
Expandable Baton ( <i>Optional</i> )	_____	_____	_____	_____

DATE	TRAINED	DATE	TESTED
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**CAROTID CONTROL HOLD**

The officer shall successfully complete department approved training in the use and application of the Carotid Control Hold.

_____	_____	_____	_____
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**CROWD CONTROL**

The officer will demonstrate the riot control baton positions and discuss riot formations.

- Ready position
- Port position

_____	_____	_____	_____
_____	_____	_____	_____

The officer shall explain the basic principles of crowd and riot control tactics and shall be able to participate effectively as a team member in crowd control situations.

_____	_____	_____	_____
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The officer shall explain the use of the baton/impact weapon when an officer is involved in any of the basic crowd control formations and explain the use and maintenance of the remaining riot gear.

_____	_____	_____	_____
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**POLICY MANUAL**

Sec 100 - Law Enforcement Authority

_____	_____	_____	_____
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Sec 102 - Chief Executive Officer

_____	_____	_____	_____
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Sec 104 - Oath of Office

_____	_____	_____	_____
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Sec 106 - Belmont Policy Manual

_____	_____	_____	_____
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Sec 107 - SMCPSCA Countywide Protocols

_____	_____	_____	_____
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Sec 200 - Organizational Structure & Responsibility

_____	_____	_____	_____
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Sec 201 - Organizational Responsibility by Rank

_____	_____	_____	_____
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Sec 204 - Interim Directives

_____	_____	_____	_____
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Sec 205 - Line of Duty Deaths and Funerals

_____	_____	_____	_____
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Sec 206 - Emergency Management Plan

_____	_____	_____	_____
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Sec 208 - Training Policy

_____	_____	_____	_____
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Sec 212 - Electronic Mail

_____	_____	_____	_____
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Sec 214 - Administrative Communications

_____	_____	_____	_____
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Sec 216 - Staffing Levels

_____	_____	_____	_____
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Sec 300 - Use of Force

_____	_____	_____	_____
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Sec 306 - Handcuffing and Restraints

_____	_____	_____	_____
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	DATE	TRAINED	DATE	TESTED
Sec 308 - Control Devices and Techniques	_____	_____	_____	_____
Sec 309 - Conducted Energy Device	_____	_____	_____	_____
Sec 310 - Officer Involved Shooting	_____	_____	_____	_____
Sec 312 - Firearms and Qualifications	_____	_____	_____	_____
Sec 314 - Vehicle Pursuits	_____	_____	_____	_____
Sec 328 - Discriminatory Harassment	_____	_____	_____	_____
Sec 340 - Professional Standards Policy	_____	_____	_____	_____
Sec 342 - Information Technology Use	_____	_____	_____	_____
Sec 343 - Report Writing Format & Form Use	_____	_____	_____	_____
Sec 344 - Report Preparation	_____	_____	_____	_____
Sec 376 - Chaplains	_____	_____	_____	_____
Sec 430 - Emergency Utility Services	_____	_____	_____	_____
Sec 436 - Field Training Program	_____	_____	_____	_____
Sec 444 - Watch Commanders	_____	_____	_____	_____
Sec 448 - Mobile Data Computer Use	_____	_____	_____	_____
Sec 600 - Investigation and Prosecution	_____	_____	_____	_____
Sec 606 - Asset Forfeiture Policy	_____	_____	_____	_____
Sec 800 - Communication Operation	_____	_____	_____	_____
Sec 801 - Radio Channels-Use & Coordination	_____	_____	_____	_____
Sec 802 - Property & Evidence	_____	_____	_____	_____
Sec 810 - Protected Information	_____	_____	_____	_____
Sec 900 - Temporary Holding Facility	_____	_____	_____	_____
Sec 1000 - Recruitment and Selection	_____	_____	_____	_____
Sec 1001 - Specialized Assignments – Internal and Lateral	_____	_____	_____	_____
Sec 1002 - Evaluation of Employees	_____	_____	_____	_____
Sec 1003 - Peer Support Team	_____	_____	_____	_____
Sec 1004 - Promotional Policy	_____	_____	_____	_____
Sec 1005 - Grievance Procedure	_____	_____	_____	_____
Sec 1009 - Reporting Employee Convictions	_____	_____	_____	_____
Sec 1011 - Drug & Alcohol Free Workplace	_____	_____	_____	_____
Sec 1012 - Police Memorabilia Sales	_____	_____	_____	_____
Sec 1013 - Sick Leave Reporting	_____	_____	_____	_____
Sec 1014 - Leave Policy	_____	_____	_____	_____
Sec 1015 - Communicable Diseases	_____	_____	_____	_____
Sec 1017 - Smoking and Tobacco Use	_____	_____	_____	_____
Sec 1019 - Personnel Complaints	_____	_____	_____	_____
Sec 1021 - Seat Belts	_____	_____	_____	_____
Sec 1023 - Body Armor	_____	_____	_____	_____
Sec 1025 - Personnel Files	_____	_____	_____	_____
Sec 1029 - Commendations	_____	_____	_____	_____
Sec 1030 - Fitness for Duty	_____	_____	_____	_____
Sec 1032 - Meal Periods and Breaks	_____	_____	_____	_____



	DATE	TRAINED	DATE	TESTED
Sec 1033 - Lactation Break Policy	_____	_____	_____	_____
Sec 1036 - Overtime Payment Requests	_____	_____	_____	_____
Sec 1038 - Outside Work Employment	_____	_____	_____	_____
Sec 1039 - On Duty Injuries	_____	_____	_____	_____
Sec 1040 - Grooming & Personal Appearance	_____	_____	_____	_____
Sec 1041 - Personal Appearance Standards	_____	_____	_____	_____
Sec 1043 - Uniform Regulations	_____	_____	_____	_____
Sec 1047 - Nepotism and Conflicting Relationships	_____	_____	_____	_____
Sec 1049 - Department Badges	_____	_____	_____	_____
Sec 1051 - Modified Duty Assignments	_____	_____	_____	_____
Sec 1055 - Employee Speech, Expression and Social Networking	_____	_____	_____	_____

**BELMONT CITY CODES**

The officer will read all of the following Belmont City Codes. They will be reviewed / signed off with their FTO during the Training Week they correspond to.

14-151 - Skateboarding on sidewalk/ street	_____	_____	_____	_____
16-33 - Park hours	_____	_____	_____	_____
15-51 to 15-57 - Curfew	_____	_____	_____	_____
15-90 to 15-93 - Party Ordinance	_____	_____	_____	_____
5-6(1) - Leash law	_____	_____	_____	_____
5-6(3) - Barking dog	_____	_____	_____	_____
12-22 - Soliciting w/o permit	_____	_____	_____	_____
14-3 - Vehicles off road	_____	_____	_____	_____
16-26 - Alcohol in parks	_____	_____	_____	_____
15-7 - Fireworks	_____	_____	_____	_____
15-33 & 15-34 - Discharge of firearms	_____	_____	_____	_____
15-1.1 - Consuming alcohol in public	_____	_____	_____	_____
25-4 - Removing trees	_____	_____	_____	_____
14-84 - Hauling permit required	_____	_____	_____	_____
14-4 - Tow Trucks	_____	_____	_____	_____
14-5 - Tow Trucks	_____	_____	_____	_____
14-38 to 14-46 - Truck Routes/Weight Limits	_____	_____	_____	_____
14-47 to 14-61 - Truck Routes/Weight Limits	_____	_____	_____	_____
15-10 - Mistreat/Interfere - Police Dog	_____	_____	_____	_____
7-136 - Unsafe Buildings	_____	_____	_____	_____
18-50 to 18-57 - Alarms	_____	_____	_____	_____

**IN-HOUSE WEEK**

Dates: \_\_\_\_\_

The training material for In-House Training was reviewed with me and I acknowledge receipt of the training.

Recruit Officer: \_\_\_\_\_ Date: \_\_\_\_\_

The recruit officer has satisfactorily completed the skills mastery checklist for this week.

FTO: \_\_\_\_\_ Date: \_\_\_\_\_

FTP Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_

Test #1 – Use of Force                      Date: \_\_\_\_\_      Score: \_\_\_\_\_

Test #2 – Police Pursuits                      Date: \_\_\_\_\_      Score: \_\_\_\_\_

Less Than Full Access Test                      Date: \_\_\_\_\_      Score: \_\_\_\_\_

Arrest / Control Review      Date: \_\_\_\_\_ with: \_\_\_\_\_      ☐ Pass ☐ Fail

Duty Weapon Qualification      Date: \_\_\_\_\_ with: \_\_\_\_\_      ☐ Pass ☐ Fail

AR-15 Qualification                      Date: \_\_\_\_\_ with: \_\_\_\_\_      ☐ Pass ☐ Fail

Less Lethal Shotgun Qual.      Date: \_\_\_\_\_ with: \_\_\_\_\_      ☐ Pass ☐ Fail

# **WEEK 1**

- FIRST SHIFT CHECKLIST / PATROL VEHICLE INSPECTION
- RADIO PROCEDURES
- COMMUNITY RELATIONS AND SERVICE
- PROFESSIONAL Demeanor AND COMMUNICATIONS
- CULTURAL DIVERSITY
- RACIAL PROFILING
- COMMUNITY / PROBLEM ORIENTED POLICING
- TACTICAL COMMUNICATIONS

**FIRST SHIFT CHECKLIST / PATROL VEHICLE INSPECTION**

	DATE	TRAINED	DATE	TESTED
Explain the officer's relationship with the FTO, what is expected the first shift and the progression of the program. Be certain that the officer knows what is expected of him/her on this first shift and that he/she is mentally and physically prepared.	_____	_____	_____	_____
Assure that the officer knows his/her own radio call number and enough radio procedure to request help/cover if necessary.	_____	_____	_____	_____
Discuss various emergency situations and techniques that will allow each officer to react in a compatible manner.				
• Prowler response	_____	_____	_____	_____
• Felony / High-risk car stop	_____	_____	_____	_____
• Routine car stop	_____	_____	_____	_____
• Disturbance calls	_____	_____	_____	_____
• Domestic violence	_____	_____	_____	_____
• 5150 calls	_____	_____	_____	_____
• Arrest situations	_____	_____	_____	_____
• Officer hostage situations	_____	_____	_____	_____
The officer will conduct a vehicle inspection and complete an inspection card prior to each duty shift. Inspection shall include:				
• Mechanical condition (tire, lights, etc.)	_____	_____	_____	_____
• Check fluids	_____	_____	_____	_____
• Search for contraband	_____	_____	_____	_____
• Check flares	_____	_____	_____	_____
• Check fire extinguisher	_____	_____	_____	_____
• Check first aid kit	_____	_____	_____	_____
• Check emergency equipment	_____	_____	_____	_____
• Check shotgun/AR-15 rack and releases	_____	_____	_____	_____
○ Construction and parts	_____	_____	_____	_____
○ Safety	_____	_____	_____	_____
○ Carrying/handling	_____	_____	_____	_____
○ Loading and unloading	_____	_____	_____	_____
○ Checking for obstructions	_____	_____	_____	_____
○ Clearing jams / fixing malfunction	_____	_____	_____	_____

	DATE	TRAINED	DATE	TESTED
Check radio operation	_____	_____	_____	_____
Check Blood Borne pathogen kit /AED	_____	_____	_____	_____
Check for new damage/How to report damage	_____	_____	_____	_____
Check digital camera	_____	_____	_____	_____
Check mobile computer, ensure functional	_____	_____	_____	_____

The officer shall explain the purposes of a vehicle inspection prior to driving. These shall minimally include:

- Prevent collisions
- Promote operational efficiency
- Reduce maintenance and repair costs
- Locate contraband/evidence/property

_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

The officer will know where the Corporation Yard is and how and when to:

- Get/check oil
- Get gas (including if corp yard pumps are out of service)
- Complete Vehicle Maintenance Form and provide copy to VMO

_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

## **RADIO PROCEDURES**

The officer will recite from memory department recognized radio codes and will use them during all transmissions.

_____	_____	_____	_____
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The officer will demonstrate how to transmit properly.

- How and when to key the microphone
- Position of microphone when talking
- Voice clarity and speed
- Using assigned call sign
- Brevity
- Phonetic alphabet
- Accuracy of transmissions
- Do not clip initial part of transmission
- Radio Etiquette and Courtesy

_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

The officer will define the following radio terminology.

- Back-up
- Cover (Code 2 cover, Code 3 cover)

_____	_____	_____	_____
_____	_____	_____	_____

	DATE	TRAINED	DATE	TESTED
• ETA	_____	_____	_____	_____
• Assistance	_____	_____	_____	_____
• Stand-by	_____	_____	_____	_____
• 10-12	_____	_____	_____	_____

The officer will demonstrate how to run the following information on the radio.

• Warrants (AWS, WPS, NCIC)	_____	_____	_____	_____
• Driver license and Identification Cards	_____	_____	_____	_____
• Records (city/county, SR, CII)	_____	_____	_____	_____
• Property (APS/AFS)	_____	_____	_____	_____
• License Plates	_____	_____	_____	_____

### **COMMUNITY RELATIONS AND SERVICE**

The officer shall explain the agency's responsibilities to community service.

_____	_____	_____	_____
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The officer shall identify roles encompassed in the agency's responsibilities to provide community service. Those roles may include:

• Protect life and property	_____	_____	_____	_____
• Crime prevention	_____	_____	_____	_____
• Public education	_____	_____	_____	_____
• Delivery of service	_____	_____	_____	_____
• Enforcement of law(s)	_____	_____	_____	_____
• Community partnerships	_____	_____	_____	_____
• Problem Oriented Policing	_____	_____	_____	_____
• Belmont Safe Schools	_____	_____	_____	_____
• #BelmontWatch Program	_____	_____	_____	_____

### **PROFESSIONAL DEMEANOR AND COMMUNICATIONS**

The officer shall explain the various methods by which citizens evaluate law enforcement agencies and their officers.

_____	_____	_____	_____
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The officer shall identify verbal factors that could contribute to a negative response from the public, including:

• Profanity	_____	_____	_____	_____
• Derogatory language	_____	_____	_____	_____
• Ethnically offensive terminology	_____	_____	_____	_____

The officer shall identify non-verbal factors that could contribute to a negative response from the public, including:

- Officious and disrespectful attitude
- Improper use of body language
- Improper cultural response

The officer shall discuss why it may be beneficial to explain the reasons for actions taken to inquiring citizens

The officer shall conduct telephone conversations in a professional manner.

DATE	TRAINED	DATE	TESTED
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_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

_____	_____	_____	_____
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_____	_____	_____	_____
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### **CULTURAL DIVERSITY**

The officer shall explain how the culture of the community can have an effect on its relationship with his/her agency.

The officer shall identify cultural motivations and biases that may affect professional ethics and the law.

The officer shall assess and explain ways in which he/she can increase the trust of the community he/she serves.

_____	_____	_____	_____
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_____	_____	_____	_____
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_____	_____	_____	_____
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### **RACIAL PROFILING**

The officer shall understand that effective police work profiles behavior rather than race.

The officer shall recognize that 13519.4 PC states, “a law enforcement officer shall not engage in racial profiling,” and that it applies to all protected classes including gender and religion.

The officer shall explain the 4th and 14th amendments of the US Constitution and how they define law enforcement activities that pertain to racial profiling.

_____	_____	_____	_____
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_____	_____	_____	_____
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_____	_____	_____	_____
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	DATE	TRAINED	DATE	TESTED
The officer shall discuss how the history of the community can have an affect on the community's relationship with his/her agency.	_____	_____	_____	_____
The officer shall be able to summarize and apply the agency's policy regarding racial profiling.	_____	_____	_____	_____

### **COMMUNITY/PROBLEM ORIENTED POLICING**

The officer shall review and explain the agency's concept of community/problem-oriented policing as it relates to community priorities and needs, focusing on specific violations, crimes, or circumstances.	_____	_____	_____	_____
The officer shall describe the advantages of working with the community to find solutions to problems related to community safety and quality of life issues.	_____	_____	_____	_____
The officer shall explain the agency's problem-solving model (e.g. SARA) and be able to document information gleaned from various community sources.	_____	_____	_____	_____

### **TACTICAL COMMUNICATIONS**

The officer shall discuss how tactical communication involves both professional demeanor and words (verbal and non-verbal cues).	_____	_____	_____	_____
The officer shall identify the benefits of tactical communication including:				
• Enhanced safety (reduces likelihood of physical confrontation and injury)	_____	_____	_____	_____
• Enhanced professionalism (decreases citizen complaints, civil liability, personal, and professional stress)	_____	_____	_____	_____



The officer shall demonstrate an ability to perform in a calm, professional demeanor while deescalating hostilities or conflicts (i.e., without resorting to physical force).

DATE	TRAINED	DATE	TESTED
_____	_____	_____	_____

The officer shall explain and demonstrate the ability to use deflection techniques in response to verbal abuse. Every word that follows “but” is professional language that is goal directed. Examples might include:

- I appreciate that, but I need to see your driver’s license.
- I understand that, but I need you to sign the citation.

_____	_____	_____	_____
_____	_____	_____	_____

Given a scenario or an actual incident involving an uncooperative subject(s), the officer shall be able to generate voluntary compliance using the 5-step process:

- **Ask** (Ethical Appeal) The subject is given an opportunity to voluntarily comply by simply being asked to comply
- **Set Context** (Reasonable Appeal) – The “why” questions are answered by the identification or explanation of the law, policy, or rationale that applies to the situation
- **Present Options** (Personal Appeal) – Explain possible options
- **Confirm** (Practice Appeal) Provides one last opportunity for voluntary compliance;
- **Act** – (Take appropriate action)

_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

## **POLICY MANUAL**

Sec 400 - Patrol Function  
 Sec 402 - Racial/Bias Based Profiling  
 Sec 404 - Briefing Training  
 Sec 458 - Foot Pursuit Policy  
 Sec 612 - Brady Material Disclosure

_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

	DATE	TRAINED	DATE	TESTED
Sec 700 - Department Owned and Personal Property	_____	_____	_____	_____
Sec 702 - Personal Communication Devices	_____	_____	_____	_____
Sec 703 - Facility Maintenance	_____	_____	_____	_____
Sec 706 - Vehicle Maintenance	_____	_____	_____	_____
Sec 708 - Vehicle Use Policy	_____	_____	_____	_____

### **PENAL CODE**

16 - Kinds and Degrees of crimes	_____	_____	_____	_____
17 - Felony / Misdemeanor defined	_____	_____	_____	_____
18 - Punishment for Felony	_____	_____	_____	_____
19 - Punishment for Misdemeanor	_____	_____	_____	_____
19.6 - Infractions	_____	_____	_____	_____
26 - Persons capable of committing crime	_____	_____	_____	_____
27 - Persons liable to punishment	_____	_____	_____	_____
31 - Principals	_____	_____	_____	_____
32 - Accessories	_____	_____	_____	_____

## **WEEK 1**

Dates: \_\_\_\_\_

The training material for week 1 was reviewed with me and I acknowledge receipt of the training.

Recruit Officer: \_\_\_\_\_ Date: \_\_\_\_\_

The recruit officer has satisfactorily completed the skills mastery checklist for this week.

FTO: \_\_\_\_\_ Date: \_\_\_\_\_

FTP Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_

## **WEEK 2**

- LAWS OF ARREST
- USE OF FORCE
- ARRESTS AND SEARCHES
- OFFICER SAFETY
- BUILDING SEARCHES
- INTERVIEWING
- REPORT WRITING / FIELD NOTES

## **LAWS OF ARREST**

The officer shall explain a peace officer's authority to make an arrest. *Reference: 836 PC, 40300.5 through 40302 VC.*

DATE	TRAINED	DATE	TESTED
_____	_____	_____	_____

The officer shall explain the various requirements related to arrests, to minimally include:

- Time of day or night that an arrest may be made.
- The information the person arrested must be provided and at what time it must be provided.
- What must be done with the person arrested. *Reference: 840 PC, 841 PC, 825 PC, 848 PC, 849 PC, 851.5 PC, 853.5 PC, 853.6 PC.*

_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

The officer shall explain the requirements regarding gaining admittance into a location to make an arrest. *Reference: 844 PC.*

_____	_____	_____	_____
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The officer shall explain instances where he/she is not civilly liable for false imprisonment arising out of an arrest. *Reference: 142(c) PC, 836.5 PC, 847 PC.*

_____	_____	_____	_____
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## **USE OF FORCE**

The officer shall explain the amount of force that may be used when effecting an arrest. *Reference: 835 PC, 843 PC*

_____	_____	_____	_____
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The officer shall explain the legal and ethical considerations pertaining to the use of force, including "reasonable force." *Reference: 835 PC.*

_____	_____	_____	_____
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The officer shall review and explain department policy, legal ramifications, and the civil liabilities attached to both the officer and the department through the use of physical force and deadly force.

_____	_____	_____	_____
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The officer shall identify and evaluate situations that justify the use of deadly force and those situations that do not justify the use of such force.

DATE	TRAINED	DATE	TESTED
_____	_____	_____	_____

### **USE OF FORCE - FORCE OPTIONS:**

The officer shall explain what is meant by “force options” and provide examples of each that would fall within legal and moral limits, to minimally include:

- Non-verbal/police presence
- Verbal (Tactical Communication)
- Physical (Weapons)
- Less lethal weapons, including:
- O.C.
- Baton/Impact weapons
- Taser
- Beanbag shotgun
- Carotid Restraint
- Deadly Force

_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

The officer will explain the regulations governing the use of chemical agents, including the follow-up procedures for persons who have had it applied to them, and the reporting procedures in cases where it is used.

_____	_____	_____	_____
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The officer will explain considerations to be made when determining whether or not to resort to the use of deadly force. These considerations shall minimally include:

- Type of crime and suspect(s) involved
- Threat to lives of innocent persons
- Environment
- Officer's capabilities
- Threatening weapon's capabilities
- Immediacy of threat
- California Law /Department Policy

_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

**ARRESTS AND SEARCHES**

	DATE	TRAINED	DATE	TESTED
The officer will recognize and describe the peace officer's right to search a person when there is reasonable cause to arrest.	_____	_____	_____	_____
The officer will state the instances where a citizen may make an arrest and the requirements placed upon the citizen by signing a Citizen's Arrest Affidavit.	_____	_____	_____	_____
The officer will explain the legal requirement of advising an arrested person of his/her rights per Miranda.				
<ul style="list-style-type: none"> <li>• Criminal case</li> </ul>	_____	_____	_____	_____
<ul style="list-style-type: none"> <li>• Traffic case</li> </ul>	_____	_____	_____	_____
<ul style="list-style-type: none"> <li>• Beheler admonition</li> </ul>	_____	_____	_____	_____
The officer will identify and describe the basic degrees of searches.				
<ul style="list-style-type: none"> <li>• Visual</li> </ul>	_____	_____	_____	_____
<ul style="list-style-type: none"> <li>• Pat down/Cursory</li> </ul>	_____	_____	_____	_____
<ul style="list-style-type: none"> <li>• Standing</li> </ul>	_____	_____	_____	_____
<ul style="list-style-type: none"> <li>• Kneeling/Prone</li> </ul>	_____	_____	_____	_____
<ul style="list-style-type: none"> <li>• Strip</li> </ul>	_____	_____	_____	_____
Discuss the health hazards of searching persons.				
<ul style="list-style-type: none"> <li>• HIV/AIDS</li> </ul>	_____	_____	_____	_____
<ul style="list-style-type: none"> <li>• Hepatitis</li> </ul>	_____	_____	_____	_____
<ul style="list-style-type: none"> <li>• Body fluids/Blood Borne Pathogens</li> </ul>	_____	_____	_____	_____
The officer will demonstrate and discuss the elements of a safe and effective search.				
<ul style="list-style-type: none"> <li>• Constant alertness</li> </ul>	_____	_____	_____	_____
<ul style="list-style-type: none"> <li>• Maintaining control</li> </ul>	_____	_____	_____	_____
<ul style="list-style-type: none"> <li>• Maintaining position of advantage</li> </ul>	_____	_____	_____	_____
<ul style="list-style-type: none"> <li>• Thoroughness of search</li> </ul>	_____	_____	_____	_____
<ul style="list-style-type: none"> <li>• Safeguarding weapons</li> </ul>	_____	_____	_____	_____
The officer will explain the responsibilities of the cover officer while a search is being conducted.	_____	_____	_____	_____

- Protect the searching officer from outside interference
- Psychological advantage over suspect
- Physically assist searching officer

DATE	TRAINED	DATE	TESTED
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

The officer will identify the purposes for handcuffing a prisoner.

- To prevent attack
- To prevent escape
- To prevent destruction or concealment of evidence

_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

The officer will explain various handcuffing principles that should be met in order to reasonably guarantee the restraint of a suspect.

- Control of suspect
- Control of handcuffs
- Proper positioning of key outlets/double locks
- Degree of tightness
- Double locked
- Proper position of suspect's hands
- Continued observation of suspect

_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

The officer will safely and effectively handcuff and maintain all prisoners.

_____	_____	_____	_____
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The officer will safely remove handcuffs from a prisoner:

- In the field
- At the station
- At County Jail
- At First Chance
- On a gurney/at the hospital

_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

## **OFFICER SAFETY**

The officer shall explain and demonstrate contact officer tactics and responsibilities to include:

- Primary responsibility for dealing with situation/people

_____	_____	_____	_____
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	DATE	TRAINED	DATE	TESTED
• Records incident information (FIs)	_____	_____	_____	_____
• Performs pat down and custody search of suspect(s)	_____	_____	_____	_____
• Issues all citations	_____	_____	_____	_____
• Recovers evidence and contraband	_____	_____	_____	_____
• Handles routine radio communications	_____	_____	_____	_____
• Relays pertinent info to cover officer & medical personnel	_____	_____	_____	_____
• Watches hand movement	_____	_____	_____	_____

The officer shall explain and demonstrate cover officer tactics and responsibilities to include:

• Approach	_____	_____	_____	_____
• Cover positions with vehicle(s) and person(s)	_____	_____	_____	_____
• Position of advantage	_____	_____	_____	_____
<i>What to watch for:</i>				
• Hands in pockets or otherwise concealed	_____	_____	_____	_____
• Weapons or contraband	_____	_____	_____	_____
• Hostility or anger	_____	_____	_____	_____
• The approach of other persons or vehicles	_____	_____	_____	_____
• Symptoms of intoxication or illness	_____	_____	_____	_____
• Potential reactions and escape	_____	_____	_____	_____
• Communications with contact officer/danger signals	_____	_____	_____	_____
• Position of assistance, if needed, during arrest	_____	_____	_____	_____
• Provides assistance as directed by contact officer	_____	_____	_____	_____

The officer shall discuss the roles of the contact and cover officers during and after a pursuit, felony / high-risk car stop, or foot chase. These shall include:

• Radio responsibilities	_____	_____	_____	_____
• Firearms/Weapons	_____	_____	_____	_____
• Position to assume after the vehicle or person is stopped	_____	_____	_____	_____
• Officer-to-officer communication	_____	_____	_____	_____

The officer shall discuss benefits, limitations, and characteristics of protective body armor, including.

- Benefits of wearing (required by policy)
- Types of body armor
- Level of protection against firearms
- Level of protection against knives /other penetrating weapons

DATE TRAINED DATE TESTED

_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

### **BUILDING SEARCHES**

The officer will conduct a building search while utilizing the following procedures.

- Personnel/perimeter officers
- Announcements/calls
- Cover and concealment
- Proper lighting
- Canine

_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

### **INTERVIEWING**

The officer shall explain the systematic steps he/she should take in preparing for an interview.

_____	_____	_____	_____
-------	-------	-------	-------

The officer shall discuss basic rules in statement taking and interviewing. These rules shall minimally include:

- Asking direct and brief questions. Let the person being interviewed do the majority of the talking.
- Controlling the interview. Avoid rambling by the person being interviewed.
- Avoiding leading questions except when absolutely necessary.
- Building rapport
- Putting the person being interviewed at ease.
- Writing statements verbatim (when appropriate) from the person being interviewed, not improvising or making assumptions.

_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

The officer shall describe the content of a good statement. These shall minimally include:

- What happened
- When it happened
- Where it happened
- Who it happened to
- How it happened
- Why it happened
- How many are involved

DATE	TRAINED	DATE	TESTED
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

The officer shall explain the ramifications of the Miranda warning and shall describe when, where, and why it should/should not be used during interviews.

_____	_____	_____	_____
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## **REPORT WRITING**

The officer will demonstrate knowledge of and possess the various report forms used while on patrol. (Forms should be in some orderly manner)

_____	_____	_____	_____
-------	-------	-------	-------

The officer will list the qualities of a good report.

- Accurate
- Complete
- Clear and concise
- Legible
- Objective
- Grammatically and structurally correct

_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

The officer will define the following abbreviations which are acceptable in police reports.

- AKA
- BOL
- CDL/DL
- DOB
- DOT/DOF
- E/B, N/B, W/B, S/B
- FI
- GOA
- HBD

_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

- L/F, L/R, R/F, R/R
- LSW
- MO
- NMN
- R/O
- R/P
- UNK
- VIC
- WIT

DATE	TRAINED	DATE	TESTED
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

The officer will identify the uses of department reports.

- As a permanent record
- As an investigative lead
- Statistical value
- For officer evaluations
- Court
- District Attorney's office
- Probation/Parole
- Insurance companies
- Individuals

_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

The officer will explain when a report should be taken and what type of report is required.

- Crime report
- Information report
- CAD report/ entry
- Collision report

_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

The officer will obtain and record a suspect description from a victim/witness.

- Name, AKA, address, occupation
- Sex, race, age, height, weight, build, hair, eyes
- Distinctive scars, marks, mannerisms
- Clothing, head to toe
- Vehicle description/direction of travel
- Weapons used or simulated

_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

The officer will record his/her observations of a preliminary investigation (field notes) including:

- Significant conditions upon arrival
- Identify witnesses and victims

_____	_____	_____	_____
_____	_____	_____	_____

- Chronological log of actions taken
- Locate/identify physical evidence

DATE	TRAINED	DATE	TESTED
_____	_____	_____	_____
_____	_____	_____	_____

The officer shall recognize that the content of field notes and notebooks are discoverable in a court proceeding.

_____	_____	_____	_____
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The officer will correctly complete a crime/incident report following approved department format to include:

- Who, what, when, where, why, how and how many
- Chronological order
- Appropriate sentence form
- Eliminate unnecessary information
- Correct spelling
- Grammatically correct
- All elements of crime present
- Complete, clear and concise

_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

The officer will record and complete a property report, including:

- Report number
- Quantity
- Item type/name brand
- Model and serial numbers
- Size, shape, color, material
- Condition
- Identifiable markings
- Approximate value
- Complete paperwork/envelope
- Place in evidence locker

_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

The officer will explain how reports are routed after completion.

- Crime reports
- Property crime reports
- Collision reports
- Information/incident reports
- PCDs

_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

## **POLICY MANUAL**

Sec 406 - Crime & Disaster Scene Integrity

_____	_____	_____	_____
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	DATE	TRAINED	DATE	TESTED
Sec 440 - Field Interviews & Photographing of Field Detainees	_____	_____	_____	_____
Sec 447 - Digital Photographs	_____	_____	_____	_____
Sec 450 – Portable Audio/Video Recorders	_____	_____	_____	_____
Sec 901 - In-Custody Deaths	_____	_____	_____	_____
Sec 902 - Custodial Searches	_____	_____	_____	_____

### **PENAL CODE**

830.6 - Reserve Officer	_____	_____	_____	_____
832.6 - Reserve Officer Limitations	_____	_____	_____	_____
1538.5 - Motion to Suppress	_____	_____	_____	_____
149 - Assault and battery by officer	_____	_____	_____	_____
196 - Justifiable Homicide	_____	_____	_____	_____
834 - Arrests	_____	_____	_____	_____
835a - Reasonable Force	_____	_____	_____	_____
836 - Arrest by officer	_____	_____	_____	_____
837 - Citizen Arrest	_____	_____	_____	_____
847 - Citizen Arrest/Deliver to Magistrate	_____	_____	_____	_____
17515 - Law Enforcement equipment exempt	_____	_____	_____	_____
22295 – Law Enforcement equipment	_____	_____	_____	_____

### **BELMONT CITY CODES**

14-151 - Skateboarding on sidewalk/ street	_____	_____	_____	_____
16-33 - Park hours	_____	_____	_____	_____
15-51 to 15-57 - Curfew	_____	_____	_____	_____

## **WEEK 2**

Dates: \_\_\_\_\_

The training material for week 2 was reviewed with me and I acknowledge receipt of the training.

Recruit Officer: \_\_\_\_\_ Date: \_\_\_\_\_

The recruit officer has satisfactorily completed the skills mastery checklist for this week.

FTO: \_\_\_\_\_ Date: \_\_\_\_\_

FTP Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_

Test #3 – Weeks 1-2: Date: \_\_\_\_\_ Score: \_\_\_\_\_

## **WEEK 3**

- ARRESTS
- PROBABLE CAUSE
- LEGAL RESPONSIBILITIES AND REQUIREMENTS WITH PRISONERS
- TRANSPORTATION OF PRISONERS
- VEHICLE OPERATIONS
- VEHICLE OPERATION LIABILITY



**ARRESTS**

	DATE	TRAINED	DATE	TESTED
The officer will explain the adult arrest procedure.				
• Felony arrests	_____	_____	_____	_____
• Misdemeanor arrests	_____	_____	_____	_____
• Jail procedures (male/female)	_____	_____	_____	_____
The officer will identify the department adult misdemeanor non-release criteria.				
• The person arrested was so intoxicated/danger to self	_____	_____	_____	_____
• Arrested for one or more offenses listed in 40302 VC	_____	_____	_____	_____
• One or more outstanding arrest warrants	_____	_____	_____	_____
• Could not provide satisfactory evidence of I.D.	_____	_____	_____	_____
• Prosecution of offense would be jeopardized	_____	_____	_____	_____
• Likelihood of offense would continue	_____	_____	_____	_____
• Demanded to be taken to magistrate/refuse to sign	_____	_____	_____	_____
• 40304.5 CVC declaration	_____	_____	_____	_____
The officer will explain the adult misdemeanor release procedure.				
• Warrant and records check	_____	_____	_____	_____
• Citation and booking sheet	_____	_____	_____	_____
• Set court date at least 30 days	_____	_____	_____	_____
• Photograph and fingerprint	_____	_____	_____	_____
The officer will explain the policy for taking an inebriate into custody and the options for disposition of the arrestee.				
• San Mateo County Jail	_____	_____	_____	_____
• Palm Avenue Detox	_____	_____	_____	_____
• First Chance	_____	_____	_____	_____
• San Mateo Medical Center	_____	_____	_____	_____
• Countywide Inebriate Protocol	_____	_____	_____	_____

The officer will explain the policy regarding the release of an arrested person under 849(b) P.C.

- If the arrested person has been booked
- If the arrested person has not been booked
- If arrested person has been booked, but not charged

DATE	TRAINED	DATE	TESTED
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

The officer will explain department policy regarding accepting bail in the field and at the station.

- Check for up to \$2,500.00
- Court date at least 30 days
- Fill out bail form/receipt

_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

### **PROBABLE CAUSE**

The officer shall review and explain the laws regarding parole, PRCS and probation violations, searches and holds including 3056 PC, 3455 PC and 1203.2 PC.

_____	_____	_____	_____
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The officer shall identify and explain the following elements of “reasonable suspicion” as those required to lawfully stop, detain, or investigate a person:

- Specific and articulable facts
- Crime related activity that has occurred, is occurring, or is about to occur
- Involvement by the person to be detained in a crime-related activity

_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

The officer shall recognize and explain the police officer’s right to search a person when probable cause to arrest exists.

_____	_____	_____	_____
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### **LEGAL RESPONSIBILITIES AND REQUIREMENTS WITH PRISONERS**

The officer shall review and explain the legal responsibilities for protecting prisoners.

_____	_____	_____	_____
-------	-------	-------	-------

The officer shall discuss the legal responsibilities for providing prisoners with shelter, food, and medical care.

DATE	TRAINED	DATE	TESTED
_____	_____	_____	_____

The officer shall review and explain prisoner's rights to telephone calls.

_____	_____	_____	_____
-------	-------	-------	-------

The officer shall explain the requirements for issuing property receipts.

_____	_____	_____	_____
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The officer shall review and explain local policy and the legal aspects pertaining to the rights and privileges of prisoners, including the constitutional rights of prisoners while in custody.

_____	_____	_____	_____
-------	-------	-------	-------

The officer shall identify the provisions of 147 PC pertaining to willful inhumanity or oppression toward prisoners in the custody of an officer.

_____	_____	_____	_____
-------	-------	-------	-------

The officer shall identify the provisions of 149 PC pertaining to assaulting a prisoner "under color of authority.

_____	_____	_____	_____
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### **TRANSPORTATION OF PRISONERS**

The officer shall review and explain the agency policy regarding the transportation of prisoners. This explanation shall minimally include:

- Prisoners restrained with specialty devices (i.e., hobble, WRAP, etc.)
- Sick, injured, mentally ill, physically challenged, or pregnant prisoners
- Juveniles with/without adults
- Females
- Use of seat belts
- A search of the area in which the prisoner is about to be placed prior to transportation
- A search of the area where the prisoner has been following transportation

_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

- The proper positioning of the officer(s) and the prisoner(s) within the vehicle
- Close and constant observation of the prisoner(s).

DATE TRAINED DATE TESTED

\_\_\_\_\_  
\_\_\_\_\_

Given a situation in which prisoner(s) must be transported in a patrol vehicle, the officer shall safely place the handcuffed prisoner(s) into the vehicle and safely transport the prisoner(s) to the predetermined destination.

\_\_\_\_\_  
\_\_\_\_\_

The officer will review and explain the legal constraints, agency policy and procedure, and custody facility requirements relative to medical clearance/approval prior to booking.

\_\_\_\_\_  
\_\_\_\_\_

### **VEHICLE OPERATIONS**

When the FTO allows the officer to drive, be certain the officer is completely familiar with the operation of the patrol vehicle. The officer will be aware of the public and officer safety issues of driving a patrol vehicle.

\_\_\_\_\_  
\_\_\_\_\_

The officer will explain the procedures for vehicle repairs.

- Removing vehicle from service
- Immediate repairs at garage
- Routine maintenance

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The officer will explain the procedure for requesting a tow for police vehicles.

- Request through dispatch, give reason.
- If tire flat, advise if spare is available

\_\_\_\_\_  
\_\_\_\_\_

The officer will identify the faulty driver attitudes which greatly contribute to the occurrences of accidents.

- Over confidence
- Self-righteousness
- Impatience

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

	DATE	TRAINED	DATE	TESTED
The officer will identify components of defensive driving.				
• Driver attitude	_____	_____	_____	_____
• Driver skill	_____	_____	_____	_____
• Vehicle capability	_____	_____	_____	_____
• Seatbelt Usage	_____	_____	_____	_____
The officer will identify and discuss the factors which influence the overall stopping distance of a vehicle.				
• Driver condition	_____	_____	_____	_____
• Vehicle condition	_____	_____	_____	_____
• Environmental conditions	_____	_____	_____	_____
• Vehicle speed	_____	_____	_____	_____
• Reaction time and distance	_____	_____	_____	_____
• Braking distance	_____	_____	_____	_____
The officer will identify common driving maneuvers during which the majority of collisions involving police vehicles occur.				
• Backing	_____	_____	_____	_____
• Parking	_____	_____	_____	_____
• Turning	_____	_____	_____	_____
The officer shall discuss the effects of driver fatigue, including:				
• Lower visual efficiency	_____	_____	_____	_____
• Slower reaction time	_____	_____	_____	_____
The officer will operate a police vehicle in a safe and legal manner under all driving conditions.	_____	_____	_____	_____
The officer will demonstrate his/her defensive driving and observation skills by utilizing commentary driving techniques.	_____	_____	_____	_____
The officer will discuss vehicle speed and its effect upon vehicle capabilities.				
• FPS vehicles travel at various MPH	_____	_____	_____	_____
• Effect upon stopping distance	_____	_____	_____	_____
• Effect upon turning movements	_____	_____	_____	_____

Emergency calls DO NOT absolve an officer from personal liability if the emergency vehicle is misused.

DATE	TRAINED	DATE	TESTED
_____	_____	_____	_____

The officer will identify the tactics that should be utilized by the driver of an emergency vehicle that will reduce the likelihood of an accident while on an emergency response.

- Do not pass on the right
- Fluctuate pitch of siren
- Drive near the center of the roadway
- Give motorists the opportunity to yield right of way
- Drive with due regard for public safety

_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

The officer will list those factors which he/she should consider in determining whether or not to continue a pursuit.

- Seriousness of offense
- Obvious hazards
- Weather conditions
- Traffic conditions
- Probability of apprehension
- Condition of driver/vehicle
- Whether vehicle can be identified
- Whether driver can be identified

_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

The officer will identify the information that should be broadcast upon initiating a pursuit.

- Advise dispatch of pursuit
- Location, direction of travel and speed
- Reason for pursuit
- Description of vehicle/occupants
- Switch to the green channel

_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

The officer will identify the department policy and procedures regarding code 3 driving.

- Limited to emergency response
- Safety of officer and public is a primary concern
- Role of supervisor

_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

**VEHICLE OPERATION LIABILITY:**

The officer shall discuss how an officer operating a law enforcement vehicle under non-emergency conditions is subject to the same "rules of the road" as any other driver. (21052 VC)

DATE	TRAINED	DATE	TESTED
_____	_____	_____	_____

The officer shall explain the situations in which the driver of an authorized emergency vehicle is exempt from the Vehicle Code provisions listed in Section 21055, including:

- Responding to an emergency call
- Engaged in a rescue operation
- In pursuit of a violator
- Responding to a fire alarm

_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

The officer shall explain the exemption requirements of 21055(b) and 21807 VC regarding the use of red lights and siren.

_____	_____	_____	_____
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The officer shall explain the conditions under which he/she or their agency may be held liable for deaths, injury, or property damage which occur while an emergency vehicle is being operated Code 3, including:

- Failure to drive with due regard for the safety of all persons described in VC Section 21056
- When the agency has not adopted a written policy on police pursuits in compliance with VC Section 17004.7
- A negligent or wrongful act or omission by an employee of the entity described in VC Section 17001
- When not in immediate pursuit of an actual or suspected violator or responding to a bona fide emergency as described in VC Section 17004

_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

**POLICY MANUAL**

Sec 316 - Officer Response to Calls  
Sec 317 - Tactical Responses

_____	_____	_____	_____
_____	_____	_____	_____

	DATE	TRAINED	DATE	TESTED
Sec 352 - Mutual Aid and Outside Agency Assistance	_____	_____	_____	_____
Sec 358 - Major Incident Notification & Call-Out	_____	_____	_____	_____
Sec 364 - Private Persons Arrests	_____	_____	_____	_____
Sec 420 - Cite and Release Policy	_____	_____	_____	_____
Sec 804 - Records Unit Procedures	_____	_____	_____	_____
Sec 806 - Restoration of Firearm Serial Numbers	_____	_____	_____	_____
Sec 808 – Records Maintenance & Release	_____	_____	_____	_____

### **PENAL CODE**

148 - Resisting/Obstructing Officer	_____	_____	_____	_____
148.5 - Falsely reporting crime	_____	_____	_____	_____
151 - Advocating injury/death of peace officer	_____	_____	_____	_____
187 - Murder	_____	_____	_____	_____
203 - Mayhem	_____	_____	_____	_____
207 - Kidnapping	_____	_____	_____	_____
211 - Robbery	_____	_____	_____	_____
240 - Assault	_____	_____	_____	_____
241 - Assault on peace officer	_____	_____	_____	_____
242 - Battery	_____	_____	_____	_____
243 - Battery - Punishment	_____	_____	_____	_____
664 - Attempt defined	_____	_____	_____	_____
833 - Search for dangerous weapons	_____	_____	_____	_____
853.6 - Citation for misdemeanors	_____	_____	_____	_____
3455.5 - Post Release Community Supervision (See also County Probation department video)	_____	_____	_____	_____

### **VEHICLE CODE**

2800.1 - Evading peace officer	_____	_____	_____	_____
21055 - Authorized emergency vehicle	_____	_____	_____	_____
21056 - Duty of driver	_____	_____	_____	_____
40302 - Mandatory appearance	_____	_____	_____	_____
40303 - Optional Appearance	_____	_____	_____	_____
40304.5 - Arrest procedure	_____	_____	_____	_____



## **WEEK 3**

Dates: \_\_\_\_\_

The training material for week 3 was reviewed with me and I acknowledge receipt of the training.

Recruit Officer: \_\_\_\_\_ Date: \_\_\_\_\_

The recruit officer has satisfactorily completed the skills mastery checklist for this week.

FTO: \_\_\_\_\_ Date: \_\_\_\_\_

FTP Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_

## **WEEK 4**

- SELF INITIATED ACTIVITY
- TRAFFIC STOPS
- FELONY / HIGH-RISK VEHICLE STOPS
- VEHICLE SEARCHES
- CRIMINAL JUSTICE SYSTEM
- ALCOHOL BEVERAGE CONTROL ACT

## **SELF-INITIATED ACTIVITY**

The officer shall explain the necessity of and demonstrate proficiency in the performance of self- initiated activities to minimally include:

- Vehicle Stops
- Pedestrian Stops
- Directed Patrol/Passing Checks
- DUI enforcement
- COPS Projects
- Arrests
- Field Interview (FI) cards
- Bar checks
- Suspicious circumstances

DATE	TRAINED	DATE	TESTED
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

## **TRAFFIC STOPS**

The officer shall explain various types of vehicle stops to minimally include:

- Traffic violations
- Investigative
- Felony / High-risk

_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

The officer shall identify and discuss the following elements to be considered when selecting the proper location for a vehicle stop:

- Traffic hazards
- Escape routes
- Number of people present
- Lighting conditions
- Proper position of primary and cover units

_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

The officer shall explain the advantages of recording the license number and description of the vehicle prior to the stop.

_____	_____	_____	_____
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The officer shall demonstrate the proper distance from which the stop of another vehicle should be initiated.

_____	_____	_____	_____
-------	-------	-------	-------

The officer shall identify techniques for gaining the attention of the driver when making a vehicle stop. Techniques shall minimally include:

- Use of emergency lights
- Use of headlights
- Use of horn
- Use of siren
- Use of hand signals
- Use of public address system
- Proper use of spotlight to include
  - 
  - 
  -

DATE	TRAINED	DATE	TESTED
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

The officer shall identify the inherent hazards involved when conducting a vehicle stop. These hazards shall minimally relate to the:

- Location of the stop
- Reason for the stop
- Officer's approach
- Position the officer takes
- Contact with the violator
- Visibility

_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

The officer shall identify the consequences of failing to closely watch the movements of the occupants of a vehicle prior to, during, and after the stop. These minimally include:

- Attack from suspects
- Destruction/concealment of evidence
- Escape of occupants

_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

The officer shall explain and/or safely demonstrate how to safely stop and approach vehicles other than automobiles:

- Motorcycles and bicycles
- Campers and vans
- Buses
- Trucks

_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

DATE	TRAINED	DATE	TESTED
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The officer shall explain why an officer should not argue with a violator.

\_\_\_\_\_

The officer shall explain discretion in a car stop situation by giving examples of traffic situations in which an officer feels that a warning would be more beneficial.

\_\_\_\_\_

The officer will demonstrate his/her role as the assisting officer (two officer unit) during a traffic stop.

- Radio location, vehicle description, license, occupants
- Determine if a cover unit is needed
- Good position while primary officer contacts driver
- Constant observation of occupants
- Maintain radio/weapon available

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The officer will make a vehicle stop with emphasis on the following:

- Proper distance / offsetting of patrol vehicle
- Proper approach using appropriate officer safety tactics

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The officer will identify the advantages and disadvantages of allowing a stopped traffic violator and/or passengers to exit the vehicle and the possible responses to each circumstance.

\_\_\_\_\_

The officer will identify common violator reactions upon being stopped by a police officer and will discuss techniques for acceptably dealing with those reactions.

- Embarrassment

\_\_\_\_\_

- Anger
- Fear
- Excuses
- Asking for a break

DATE	TRAINED	DATE	TESTED
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

- Bribes
- Refusal to sign citation

_____	_____	_____	_____
_____	_____	_____	_____

The officer will identify the reasons for obtaining the driver's license and registration as soon as possible during a traffic stop.

_____	_____	_____	_____
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The officer will recognize and identify the importance of checking both the validity and authenticity of a driver license and registration.

_____	_____	_____	_____
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The officer will identify the areas which afford the most protection to the officer, from the violator and passing traffic, while issuing a citation including both driver and passenger side approaches.

_____	_____	_____	_____
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The officer will safely and effectively perform a traffic stop and issue a citation.

- Adult
- Juvenile
- Misdemeanor
- Infraction

_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

The officer will explain to the violator the court procedures and alternatives in dealing with the citation and that the signature is a promise to appear, not an admission of guilt.

- Procedure for correctable citations
- Procedure for moving violations
- Procedure for juvenile citations
- Procedure for bicycle violations

_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

The officer will explain the jurisdictional boundaries of freeway overpasses, on-ramps and off-ramps.

_____	_____	_____	_____
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DATE	TRAINED	DATE	TESTED
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The officer will list the Vehicle Code conditions which require a mandatory appearance (booking).

- Fails to present satisfactory identification

_____	_____	_____	_____
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- Refuses to sign the citation
- Demands immediate appearance before magistrate
- Charged with one or more offenses in 40302 CVC

_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

### **FELONY / HIGH-RISK VEHICLE STOPS**

The officer shall identify and discuss the important considerations taken when about to make a felony / high-risk vehicle stop. These elements shall minimally include:

- Seriousness of the crime(s)
- Availability of back up
- Location at which to make the stop
- Tactics to be used after making the stop
- Number of suspects involved

_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

The officer will explain the procedures for a felony vehicle stop. These elements shall minimally include:

- Dispatch/officer communication
- Reason for stop
- Identify primary/secondary units
- Choose location of stop
- Time of day plays a factor
- Try to select the least populated area
- Consider escape routes
- Proper position of vehicles
- Primary
- Secondary
- Review commands and guidelines
- Communication between officers
- Search and handcuff
- Safety factors at all times

_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
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DATE	TRAINED	DATE	TESTED
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The officer shall discuss the advantages of verbally ordering the removal of the suspect(s) from the vehicle prior to approaching on foot.

_____	_____	_____	_____
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The officer shall explain verbal commands that should be used when removing suspect(s) from a vehicle prior to approaching on foot. These commands shall minimally include having the suspect:

- Keep hands in sight at all times
- Exit the vehicle
- Assume position of disadvantage outside the vehicle

_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

The officer shall discuss the advantages of waiting for additional back-up before approaching the vehicle or the occupants.

_____	_____	_____	_____
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The officer shall explain the roles of both the primary and back-up officer(s) before, during, and after the stop. This discussion shall minimally include which officer:

- Has the radio responsibilities
- Assumes the rifle responsibilities, if applicable
- Communicates to the occupants
- Searches the vehicle
- Searches the occupants

_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

The officer will make a simulated 'high risk' car stop with emphasis on the following:

- Actions taken before the stop
- Making the stop
- Position of vehicles/officers
- Control of stop/suspects
- Getting suspects from the vehicle
- Searching/clearing the vehicle

_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____



**VEHICLE SEARCHES**

The officer shall identify and explain principles of a safe and effective search of a vehicle. These principles shall minimally include:

- Proper removal and control of occupants
- A systematic method of search

DATE	TRAINED	DATE	TESTED
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_____	_____	_____	_____
_____	_____	_____	_____

Given an incident, the officer shall safely and effectively conduct a vehicle search.

_____	_____	_____	_____
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**CRIMINAL JUSTICE SYSTEM**

The officer will explain the difference in the handling of misdemeanor and felony cases within the criminal justice system.

- Arrest/Bail
- Arraignment
- Preliminary Hearing
- Trial
- Sentencing
- Probation/Parole/PRCS

_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

The officer will explain the functions and jurisdictions of the following mutually assisting agencies.

- Sheriff's Department
- California Highway Patrol
- Federal Bureau of Investigation
- Alcohol Tobacco and Firearms
- B.A.R.T. Police
- Bureau of Narcotic Enforcement
- Department of Motor Vehicles
- Postal Service
- Secret Service
- Alcohol Beverage Control
- SMCO Transit Police
- SMCO Narcotics Task Force
- SMCO Vehicle Theft Task Force
- SMCO Gang Task Force
- Drug Enforcement Agency
- Peninsula Humane Society

_____	_____	_____	_____
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**ALCOHOL BEVERAGE CONTROL ACT**

The officer will recognize violations of the Alcohol Beverage Control Act and, given a copy of the act, will locate the applicable sections including those prohibiting:

- After-hours sale / consumption of alcohol on licensed premises
- Selling / providing alcoholic liquor to any person under the age of 21 years
- Selling / providing alcoholic liquor to a person who is visibly intoxicated.

DATE	TRAINED	DATE	TESTED
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**POLICY MANUAL**

Sec 315 - Tire Deflation Devices (Spike Strips)

Sec 320 - Domestic Violence

Sec 332 - Missing Persons

Sec 408 - Crisis Response Unit (SWAT & CNU)

Sec 409 - Medical Aid Response

Sec 454 - Bicycle Patrol Program

_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

**BELMONT CITY CODES**

15-90 to 15-93 - Party Ordinance

5-6(1) - Leash law

5-6(3) - Barking dog

12-22 - Soliciting w/o permit

14-3 - Vehicles off road

16-26 - Alcohol in parks

15-7 - Fireworks

_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

**PENAL CODE**

166(4) - Violate court order

245 - Assault with deadly weapon

273.5 - Corporal injury to spouse/cohabitant

273.6 - Violation of DV Protective Order

293 - Victim Confidentiality

293.5 - Victim anonymity

417 - Brandishing

418 - Forcible entry

_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

	DATE	TRAINED	DATE	TESTED
602 - Trespass	_____	_____	_____	_____
602.5 - Unauthorized entry	_____	_____	_____	_____
647(f) - Public Intoxication	_____	_____	_____	_____
647 - Disorderly conduct	_____	_____	_____	_____
647c - Obstructing movement on street	_____	_____	_____	_____
647(h) – Loitering	_____	_____	_____	_____
653b - Loitering about schools/ children	_____	_____	_____	_____
653m – Harassing/annoying telephone calls	_____	_____	_____	_____

## **WEEK 4**

Dates: \_\_\_\_\_

The training material for week 4 was reviewed with me and I acknowledge receipt of the training.

Recruit Officer: \_\_\_\_\_ Date: \_\_\_\_\_

The recruit officer has satisfactorily completed the skills mastery checklist for this week.

FTO: \_\_\_\_\_ Date: \_\_\_\_\_

FTP Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_

Test #4 – Weeks 3-4: Date: \_\_\_\_\_ Score: \_\_\_\_\_

## **WEEK 5**

- DIRECTED PATROL
- HAZARDOUS OCCURRENCES / MAJOR DISASTERS
- AIRCRAFT CRASHES
- CRIMINAL LAW
- SEARCH CONCEPTS
- SEIZURE CONCEPTS
- RULES OF EVIDENCE
- WARRANTS

**DIRECTED PATROL**

The officer will identify the specific geographical features of the beat.

- Natural and man-made barriers
- Major streets and thoroughfares
- Schools
- Parks
- Public facilities

DATE	TRAINED	DATE	TESTED
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

The officer will identify juvenile problems on the beat.

- Locations
- Types of problems
- Time periods (hours/days/months)

_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

The officer will identify all the high risk businesses, including locations, and will identify the type of risk the business poses. (i.e., 211, 459, etc.)

- Convenience stores
- Fast food restaurants
- Banks
- Liquor stores
- Bars
- Shopping Centers
- Restaurants

_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

**HAZARDOUS OCCURRENCES AND MAJOR DISASTERS**

The officer will explain his/her requirements under Government Code 835b to eliminate hazards on public streets.

- Large oil spills
- Dangerous conditions to streets/sidewalks
- Hazardous material spills /Hazmat response
- DPW response
- Mid-Peninsula Water response
- Caltrans response
- PG&E response

_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

The officer shall review and explain the responsibilities and actions required of an agency whose jurisdiction is the scene of a hazardous material incident, disaster, potential disaster, or chemical spill (including ICS and OES).

DATE	TRAINED	DATE	TESTED
_____	_____	_____	_____

The officer shall review and explain the agency's policy on hazardous substances or chemical spills (HAZMAT).

_____	_____	_____	_____
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The officer shall explain responsibilities and considerations of a first responder to a hazardous materials incident, including:

- Recognition
- Safety/Isolation/Area containment
- Notification to proper agencies
- Basic first responder limitations

_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

The officer shall identify and explain the initial responsibilities of the first unit to arrive at a major vehicle accident or other disaster scene. These responsibilities shall minimally include:

- Requesting needed assistance and equipment
- Providing for emergency medical aid
- Undertaking immediate coordination with appropriate outside agencies
- Establishing a security perimeter
- Establishing ingress and egress corridors
- Identifying and admitting only authorized personnel
- Dealing with the media

_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

The officer shall discuss procedures to be used when confronted with other unusual or hazardous occurrences. These occurrences shall minimally include:

- Electrical wires down
- Malfunctioning traffic signals
- Hazards on the roadway
- Damage to fire hydrants

_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

	DATE	TRAINED	DATE	TESTED
• Gas leaks	_____	_____	_____	_____
• Chemical spills	_____	_____	_____	_____
• Conditions caused by inclement weather such as fog, snow, ice, flooding, and mud slides	_____	_____	_____	_____
• Military incidents requiring police intervention	_____	_____	_____	_____

## **AIRCRAFT CRASHES**

The officer shall review and explain the agency's policy on aircraft crashes.

\_\_\_\_\_

The officer shall discuss factors associated with the handling of an aircraft crash, including:

- Civilian Aircraft (FAA / NTSB will investigate)
- Military Aircraft
  - Military authorities are in charge
  - There may be dangerous weapons issues
  - There may be classified materials present
  - Police cannot authorize news media to enter

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## **CRIMINAL LAW**

The officer will define various legal terms and explain their relationship to law enforcement.

- Statutes and Ordinances
- Intent
- Criminal negligence
- Attempt
- Probable Cause
- Reasonable suspicion

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

The officer will explain the Ramey decision and how it applies to physical arrest.

\_\_\_\_\_

The officer shall identify the elements of a crime. These shall include:

- Any act or omission

\_\_\_\_\_



- By a person
- In violation of statutory law
- For which there is punishment

DATE	TRAINED	DATE	TESTED
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

The officer shall describe those persons who are legally incapable of committing a crime in the State of California (PC 26).

_____	_____	_____	_____
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## **SEARCH CONCEPTS**

The officer will identify and explain the circumstances under which the officer may institute various types of legally authorized searches.

- Consent
- Incident to arrest
- Probable cause
- Search warrant
- Plain sight
- Exigent circumstances
- Vehicle searches
- Pat/cursory searches
- Probation/Parole searches

_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

The officer shall identify those items for which an officer may legally search. These items shall minimally include:

- Dangerous weapons
- Fruits of the crime
- Instruments of the crime
- Contraband
- Suspects
- Additional victims

_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

The officer shall discuss the limits of searches when conducted with persons, vehicles, and buildings including:

- Protective sweeps
- Closed containers
- Inventory searches

_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

**SEIZURE CONCEPTS**

The officer will define the limits of the use of force pertaining to the seizure of evidence from a person's body.

- To prevent swallowing of evidence
- Inducing vomiting
- Extracting blood
- Obtaining fingerprints
- Obtaining handwriting samples

DATE	TRAINED	DATE	TESTED
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_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

**RULES OF EVIDENCE**

The officer shall describe the effects of the "exclusionary rule" upon police actions and procedures in the following areas:

- Civil rights
- Inadmissible evidence
- Possibility of false arrest

_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

The officer shall define the Hearsay Rule and give examples of exceptions to the rule, including: (Evid Code 1200,1220)

- Spontaneous statements
- Admissions
- Confessions
- Dying declarations

_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

**WARRANTS**

The officer shall explain the laws and procedures for obtaining search or arrest warrants, to minimally include:

- Probable cause necessity
- Allowable exclusions (fresh pursuit, exigency, consent)
- Process for obtaining warrants during and after business hours

_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

The officer shall describe the process for serving search and arrest warrants, including:

- Hours of service, felony arrest warrant
- Hours of service, misd. arrest warrant
- Hours of service, search warrant

_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

- Knock and notice; exceptions
- “Signing off” warrants/return

DATE	TRAINED	DATE	TESTED
_____	_____	_____	_____
_____	_____	_____	_____

### **POLICY MANUAL**

Sec 218 - License to Carry a Firearm  
 Sec 220 - Retiree Concealed Firearms  
 Sec 318 - Canine Program  
 Sec 322 - Search & Seizure  
 Sec 412 - Hazardous Material Response  
 Sec 434 - Aircraft Accidents  
 Sec 812 - Computers and Digital Evidence

_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

### **PENAL CODE**

217.1 - Assault on Government Officer  
 220 - Assault w/ intent to commit rape.  
 246 - Shooting into inhabited dwelling  
 261- Rape  
 272 - Contribute to delinquency of minor  
 406 - Rout  
 407 - Unlawful assembly  
 409 - Refusal to disperse  
 415 - Disturbing the peace  
 451- Arson  
 452 - Unlawfully causing fire  
 726 - Officer disperse unlawful assembly

_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
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_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

### **VEHICLE CODE**

12500a - Unlicensed driver  
 12951a - No License in possession  
 21207.5 - Motorized bicycles  
 23103 - Reckless driving  
 23104 - Reckless driving -Great Bodily Injury  
 23109 -Speed contest

_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

### **BELMONT CITY CODES**

15-33/15-34 - Discharge of firearms  
 15-1.1 - Consuming alcohol in public  
 25-4 - Removing trees  
 14-84 - Hauling permit required

_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

## **WEEK 5**

Dates: \_\_\_\_\_

The training material for week 5 was reviewed with me and I acknowledge receipt of the training.

Recruit Officer: \_\_\_\_\_ Date: \_\_\_\_\_

The recruit officer has satisfactorily completed the skills mastery checklist for this week.

FTO: \_\_\_\_\_ Date: \_\_\_\_\_

FTP Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_

## **WEEK 6**

- INVESTIGATIONS
- BURDEN OF PROOF
- CONCEPTS OF EVIDENCE
- EVIDENCE COLLECTION AND PRESERVATION
- PATROL PROCEDURES

**INVESTIGATIONS**

The officer shall discuss factors which must be determined when interviewing complainants, reporting persons, and witnesses.

DATE	TRAINED	DATE	TESTED
_____	_____	_____	_____

The officer shall describe situations where the skills of an evidence technician or criminalist are required.

_____	_____	_____	_____
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The officer shall properly obtain all information necessary for the completion of a thorough preliminary investigation.

_____	_____	_____	_____
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The officer shall review and explain an officer's responsibilities associated with the preliminary investigation and reporting of in-progress or fresh crimes against property. These responsibilities should minimally include:

- Identity or description of suspect(s)
- Description of loss
- Direction of flight of suspect(s)
- Possibility of weapons being involved
- Radio broadcasts of all known and important information
- Pursuit and/or apprehension of suspects, if possible.

_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

The officer shall discuss the steps to take initially at a scene where a serious injury or death has occurred. These steps shall minimally include:

- Preserving the scene, including the restriction of unauthorized police personnel
- Determining the need for first aid and summoning medical assistance
- Identifying and apprehending suspect(s), if possible
- Making proper notifications
- Locating visible physical evidence
- Locating and interviewing witnesses or possible witnesses as appropriate

_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

## **BURDEN OF PROOF**

The officer shall define the term “burden of proof” and determine, in the following situations, whether the “burden of proof” falls upon the prosecution or defense during a criminal trial:

- Criminal guilt (EC 520)
- Corpus delecti (EC 550)
- Jurisdiction (EC 666)
- Double jeopardy (EC 500)
- Self-defense as a defense (EC 500)

DATE	TRAINED	DATE	TESTED
_____	_____	_____	_____
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_____	_____	_____	_____
_____	_____	_____	_____

## **CONCEPTS OF EVIDENCE**

The officer shall recognize the concepts of evidence as defined and used in California law, including:

- Evidence
- Direct evidence
- Circumstantial evidence

_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

The officer shall identify the following types of evidence or material related to the introduction of evidence in court and shall give an example of each:

- Fruits of a crime
- Instrumentalities of a crime
- Contraband

_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

The officer shall explain the purposes for offering evidence in court, including:

- As an item of proof
- To impeach a witness
- To rehabilitate a witness
- To assist in determining sentence

_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

The officer shall explain the tests which an item of evidence must successfully pass before it may be admitted into any criminal court. (EC 210)

- The evidence must be relevant to the matter in issue

_____	_____	_____	_____
-------	-------	-------	-------

	DATE	TRAINED	DATE	TESTED
• The evidence must be competently presented in court	_____	_____	_____	_____
• The evidence must have been legally obtained	_____	_____	_____	_____

## **EVIDENCE COLLECTION AND PRESERVATION**

The officer will identify the importance of physical evidence.

• To identify a suspect	_____	_____	_____	_____
• To tie a suspect to the crime	_____	_____	_____	_____
• To eliminate persons under suspicion	_____	_____	_____	_____

The officer will identify the common errors made in handling crime scenes or collecting evidence.

• Officers disturbing scene	_____	_____	_____	_____
• Officers leave fingerprints	_____	_____	_____	_____
• Officers destroy tire marks	_____	_____	_____	_____
• Officers destroy/leave footprints	_____	_____	_____	_____
• Officers leave additional evidence	_____	_____	_____	_____
• Maintaining individuality of evidence	_____	_____	_____	_____
• Packaging moist items in plastic	_____	_____	_____	_____
• Allowing unauthorized persons to enter crime scene	_____	_____	_____	_____
• Allowing unauthorized persons to handle evidence	_____	_____	_____	_____

The officer will list common items of evidence found at the following crime scenes:

• Assault/Rape	_____	_____	_____	_____
• Burglaries	_____	_____	_____	_____
• Robberies	_____	_____	_____	_____
• Accidents	_____	_____	_____	_____

The officer will explain the circumstances under which items of evidence may be released in the field.

• Perishables	_____	_____	_____	_____
• Valuables	_____	_____	_____	_____
• Photograph the items prior to release	_____	_____	_____	_____



The officer will explain the circumstances under which items of evidence cannot be released in the field.

- Weapons
- Narcotics
- Alcohol

DATE	TRAINED	DATE	TESTED
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

The officer will systematically search a crime scene utilizing one of the following methods.

- Point to point
- Grid
- Sector
- Concentric

_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

The officer will explain how to preserve and package the following types of physical evidence:

- Clothing
- Clothing with blood/semen/fluid
- Blood/Blood alcohol samples
- Documents/checks
- Bullets/shell casings
- Firearms
- Hair/fibers
- Latent fingerprints
- Paint samples
- Narcotics/Syringes
- Photos
- Demonstrate how to identify/seal off a crime scene

_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

The officer shall review and explain, as well as apply, the agency's policies on:

- Handling controlled substances
- Depositing property, evidence / money
- Withdrawing and returning property
- Depositing firearms, miscellaneous weapons, and explosives

_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

The officer will properly mark all items of evidence in such a manner to be recognized/identified in court and so as not to deface the aesthetic value of the property.

_____	_____	_____	_____
-------	-------	-------	-------

The officer will have an interview with an Evidence Technician and tour the PD Lab/SMCO Crime Lab.

DATE TRAINED DATE TESTED

\_\_\_\_\_

The officer shall review and explain the policy for taking evidence to the crime lab and to court.

\_\_\_\_\_

The officer shall explain “chain of custody” and “chain of evidence”.

\_\_\_\_\_

### **PATROL PROCEDURES**

The officer will be able to effectively navigate using a city map, RIMS map or equivalent as directed by the field training officer.

\_\_\_\_\_

The officer will know where to locate subpoena folders.

\_\_\_\_\_

The officer will know where to locate the current warrant list and how to properly document service attempts.

\_\_\_\_\_

The officer will demonstrate preventive patrol methods.

- Shifting patrol patterns
- Frequent checks of businesses
- Frequent checks of suspicious persons
- Maintain visibility

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The officer will define "directed enforcement" and will cite a current example.

- Specific violations / crimes
- Specific locations / circumstances

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The officer will list factors that determine the size of the beat and assignment of personnel.

- Type of area
- Type of criminal activity
- Frequency of crime
- Type of patrol (foot/motor/bicycle)
- Personnel available
- Frequency of calls for service

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

	DATE	TRAINED	DATE	TESTED
The officer will identify the advantages of foot patrol over vehicle patrol.				
• Increased personal contact	_____	_____	_____	_____
• Increased observation ability	_____	_____	_____	_____
• Less conspicuous	_____	_____	_____	_____
• Increased ability to gather information	_____	_____	_____	_____
The officer will identify the advantages of vehicle patrol over foot patrol.				
• Increased mobility and speed	_____	_____	_____	_____
• More conspicuous	_____	_____	_____	_____
• Increased transportation capability	_____	_____	_____	_____
• Increased availability of equipment	_____	_____	_____	_____

**POLICY MANUAL**

Sec 362 - Identity Theft	_____	_____	_____	_____
Sec 500 - Traffic Function & Responsibility	_____	_____	_____	_____
Sec 501 - Traffic Collisions Reporting	_____	_____	_____	_____
Sec 502 - Traffic Collision Reporting	_____	_____	_____	_____
Sec 509 - Vehicle Towing & Release	_____	_____	_____	_____
Sec 511 - Vehicle Impound Hearings	_____	_____	_____	_____
Sec 515 - Traffic Citations	_____	_____	_____	_____
Sec 519 - Disabled Vehicles	_____	_____	_____	_____
Sec 520 - Street Closures	_____	_____	_____	_____
Sec 522 - Abandoned Vehicles (Public/Private Property)	_____	_____	_____	_____

**PENAL CODE**

487 - Grand Theft	_____	_____	_____	_____
488 - Petty theft	_____	_____	_____	_____
496 - Possession of Stolen Property	_____	_____	_____	_____
503 - Embezzlement	_____	_____	_____	_____

**VEHICLE CODE**

10851 - Vehicle Theft	_____	_____	_____	_____
10852 - Injure/Tamper with Vehicle	_____	_____	_____	_____
10853 - Malicious Mischief –Vehicle	_____	_____	_____	_____
14601 - Driving While Suspended	_____	_____	_____	_____
14601.1 - Driving While Suspended	_____	_____	_____	_____

**BELMONT CITY CODES**

	DATE	TRAINED	DATE	TESTED
14-4 - Tow Trucks	_____	_____	_____	_____
14-5 - Tow Trucks	_____	_____	_____	_____
14-38 to 14-46 - Truck Routes / Weight Limits	_____	_____	_____	_____
14-47 to 14-61- Truck Routes/Weight Limits	_____	_____	_____	_____

## **WEEK 6**

Dates: \_\_\_\_\_

The training material for week 6 was reviewed with me and I acknowledge receipt of the training.

Recruit Officer: \_\_\_\_\_ Date: \_\_\_\_\_

The recruit officer has satisfactorily completed the skills mastery checklist for this week.

FTO: \_\_\_\_\_ Date: \_\_\_\_\_

FTP Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_

Test #5 – Weeks 5-6: Date: \_\_\_\_\_ Score: \_\_\_\_\_

## **WEEK 7**

- PATROL PROCEDURES
- ADDITIONAL PATROL SAFETY
- HATE CRIMES
- GANG AWARENESS
- FIRES
- ARSON

**PATROL PROCEDURES**

	DATE	TRAINED	DATE	TESTED
The officer will explain the importance of positive daily contact with citizens.	_____	_____	_____	_____
The officer shall explain and demonstrate what an officer on nighttime patrol should be looking for:				
• Broken glass	_____	_____	_____	_____
• Open doors and windows	_____	_____	_____	_____
• Pry marks	_____	_____	_____	_____
• Suspicious vehicles	_____	_____	_____	_____
• Persons on foot	_____	_____	_____	_____
• Differences in normal lighting (on/off)	_____	_____	_____	_____
• Unusual sounds	_____	_____	_____	_____
• Access to rooftop or upper floors	_____	_____	_____	_____
The officer shall identify ways to determine if a parked vehicle has been recently operated.	_____	_____	_____	_____
The officer shall describe and/or demonstrate how to conduct surveillance, including:				
• Invisible deployment	_____	_____	_____	_____
• Radio security	_____	_____	_____	_____
• Use of surveillance/vision devices	_____	_____	_____	_____
The officer shall be able to locate the VIN of various vehicles (i.e., auto, trucks, trailers, motorcycles)	_____	_____	_____	_____
The officer will identify the operational boundaries.				
• City and county	_____	_____	_____	_____
• Beat	_____	_____	_____	_____
The officer will explain the San Mateo County Mutual Aid Plan, requests for a Code 30, tactical alerts and protocol books.	_____	_____	_____	_____
The officer will identify those language factors which could contribute to a negative response from the public.				
• Profanity	_____	_____	_____	_____
• Derogatory language	_____	_____	_____	_____

- Ethnic slurs
- Deportment

DATE	TRAINED	DATE	TESTED
_____	_____	_____	_____
_____	_____	_____	_____

The officer will identify those non-language factors which could contribute to a negative response from the public.

- Disrespectful attitude
- Officious or oppressive manner
- Tone of voice
- Body language

_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

The officer will explain the positions that one or two officers may take to interview one or more subjects so that the officers are least susceptible to attack while still preserving the practicality of the interview.

_____	_____	_____	_____
-------	-------	-------	-------

The officer will make the initial contact with a complainant/victim and do the following:

- Check all the facts/determine if an offense occurred
- Show an interest in complainant/victim
- Understand both sides of situation
- Determine proper course of action

_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

The officer will take field notes in such a manner as not to discourage the person(s) from talking.

_____	_____	_____	_____
-------	-------	-------	-------

The officer will identify the basic alternative methods from which to choose when responding to a crime in progress.

- Proceed to the scene quickly & quietly
- Proceed to a location likely to intercept
- Proceed to scene & coordinate arrival with cover officer

_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

The officer will identify the criteria to be considered when determining the method of response to crimes in progress.

- Distance to location
- Availability of assisting units

_____	_____	_____	_____
_____	_____	_____	_____



- Nature of crime
- Time lapse
- Geographic environment
- Department policy (*Code 2/Code 3*)

DATE	TRAINED	DATE	TESTED
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

The officer will identify tactical considerations to be made when responding to a burglary in progress call.

- Determination of response method
- Cover, concealment and silence
- Preplanned deployment

_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

The officer will identify tactical considerations to be made when responding to a robbery in progress call.

- Determination of response method
- Cover, concealment and silence
- Preplanned deployment

_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

### **ADDITIONAL PATROL SAFETY**

The officer shall explain and/or demonstrate how to react when encountering a plain-clothes officer in the field:

- No display of recognition until presence acknowledged by plain-clothes officer
- In the absence of acknowledgement, reaction should be identical to any other citizen

_____	_____	_____	_____
_____	_____	_____	_____

The officer shall explain and/or demonstrate how to react to uniformed officers if the officer makes a plain-clothes or off-duty arrest.

_____	_____	_____	_____
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The officer shall explain and/or demonstrate ways to avoid the hazards of “silhouetting.”

_____	_____	_____	_____
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The officer shall explain and/or demonstrate how to avoid making telltale “police” noises, such as:

- Vehicle(s)
- Radio noises
- Keys and whistle noises

_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

- Loud walking/stomping

DATE	TRAINED	DATE	TESTED
_____	_____	_____	_____

The officer shall explain the importance of always keeping a subject's hands in view.

_____	_____	_____	_____
-------	-------	-------	-------

The officer shall explain and/or demonstrate safe and effective tactics for initiating a foot pursuit of a fleeing suspect.

_____	_____	_____	_____
-------	-------	-------	-------

## **HATE CRIMES**

The officer shall recognize indicators of hate-related crimes including:

- Anti-religious symbols/slurs
- Racial/sexual/ethnic slurs
- Racist symbols
- Hate group symbols
- Anti- gay/lesbian slurs

_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

The officer shall identify and discuss the possible consequences of hate crimes including:

- Psychological effect on victim
- Denial of basic constitutional rights
- Divisiveness in the community
- Potential escalation of violence

_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

The officer shall identify and explain the legislative mandates and agency policy and procedures related to the enforcement of hate crimes.

_____	_____	_____	_____
-------	-------	-------	-------

The officer shall recognize and be able to effectively deal with hate crimes motivated by race, ethnicity, religion, or sexual orientation.

_____	_____	_____	_____
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## **GANG AWARENESS**

The officer shall discuss the characteristics of gangs and the importance of recognizing gangs in terms of officer safety and the investigation of criminal activity.

_____	_____	_____	_____
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	DATE	TRAINED	DATE	TESTED
The officer shall identify types of gangs that represent law enforcement concerns, including:				
• Street gangs	_____	_____	_____	_____
• Motorcycle gangs	_____	_____	_____	_____
• Prison gangs	_____	_____	_____	_____
• Cult/Ritualistic gangs	_____	_____	_____	_____
The officer shall discuss primary reasons for gang membership, including:				
• Peer pressure	_____	_____	_____	_____
• Common interest	_____	_____	_____	_____
• Protection/Safety	_____	_____	_____	_____
The officer shall discuss characteristics that are common to most gangs, including:				
• Cohesiveness	_____	_____	_____	_____
• Code of silence	_____	_____	_____	_____
• Rivalries	_____	_____	_____	_____
• Revenge	_____	_____	_____	_____
The officer shall identify methods that gangs use to distinguish their members from members of other gangs, including.				
• Tattoos	_____	_____	_____	_____
• Attire and accessories	_____	_____	_____	_____
• Use of monikers	_____	_____	_____	_____
• Use of hand signs	_____	_____	_____	_____
The officer shall identify gang graffiti factors significant to law enforcement, including:				
• Identifying individuals and/or a specific gang	_____	_____	_____	_____
• Identifying gang boundaries	_____	_____	_____	_____
• Indications of pending and/or past gang conflict	_____	_____	_____	_____
The officer shall discuss types of criminal activities as those commonly engaged in by gangs, including:				
• Sale and use of narcotics	_____	_____	_____	_____
• Physical violence	_____	_____	_____	_____
• Auto theft/burglary from vehicles	_____	_____	_____	_____

The officer shall explain law enforcement methods used to reduce gang activity, including:

- Identification of gang activity
- Coordination with allied agencies
- Participation in County Gang Task Force
- Reduction of the opportunity for criminal activities

DATE	TRAINED	DATE	TESTED
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

## **FIRES**

The officer shall identify the following types of fires and the best methods to deal with each:

- Dry combustibles
- Flammable liquids
- Electrical
- Combustible metals

_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

The officer shall identify and discuss the initial steps to be taken when confronted with a fire in a building. These steps shall minimally include:

- Request for fire department
- Request for further law enforcement assistance, if necessary
- Immediate evacuation of any occupants
- Isolation of the immediate area
- Establishment of a perimeter for crowd control

_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

The officer shall identify and discuss the best methods of conducting a safe and effective search for victims in a burning building.

_____	_____	_____	_____
-------	-------	-------	-------

The officer shall recognize signs that indicate a burning building is unsafe to enter.

_____	_____	_____	_____
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## **ARSON**

The officer will identify the department procedure for handling an Arson.

- Police responsibilities at scene

_____	_____	_____	_____
-------	-------	-------	-------

- Fire department responsibilities
- Call outs
- Collection of evidence
- Determine crime(s) committed

DATE	TRAINED	DATE	TESTED
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

### **POLICY MANUAL**

Sec 324 - Temporary Custody of Juveniles  
 Sec 326 - Adult Abuse  
 Sec 330 - Child Abuse  
 Sec 334 - Public Alerts  
 Sec 338 - Hate Crimes  
 Sec 356 - Registered Offender Information  
 Sec 361 - Child Sexual Assault Protocol  
 Sec 380 - Child & Dependent Adult Safety  
                     Policy  
 Sec 442 - Criminal Organizations

_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

### **PENAL CODE**

244 - Throwing Caustic Chemicals  
 273a - Child Abuse  
 459 - Burglary  
 466 - Possession of Burglary Tools  
 484 - Theft Defined

_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

### **BELMONT CITY CODES**

15-10 - Mistreatment/Interference - Police  
                     Dog  
 7-136 - Public Nuisances/Unsafe Buildings  
 18-50 to 18-57 - Alarms

_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

## **WEEK 7**

Dates: \_\_\_\_\_

The training material for week 7 was reviewed with me and I acknowledge receipt of the training.

Recruit Officer: \_\_\_\_\_ Date: \_\_\_\_\_

The recruit officer has satisfactorily completed the skills mastery checklist for this week.

FTO: \_\_\_\_\_ Date: \_\_\_\_\_

FTP Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_

## **WEEK 8**

- PATROL PROCEDURES
- LINE-UPS
- SOURCES OF INFORMATION

**PATROL PROCEDURES**

	DATE	TRAINED	DATE	TESTED
The officer will discuss the responsibilities of the unit when arriving at a crime scene.				
• Provide for safety of public/responding personnel	_____	_____	_____	_____
• Provide medical assistance	_____	_____	_____	_____
• Obtain information about the crime	_____	_____	_____	_____
• Protect the crime scene (including evidence)	_____	_____	_____	_____
• Broadcast pertinent information to other units	_____	_____	_____	_____
• Determine whether a Code 666 or BOL is necessary	_____	_____	_____	_____
• Identify, separate witnesses	_____	_____	_____	_____
• Notify special units/coordinate response (K9, Evidence Tech.)	_____	_____	_____	_____
• Protocols	_____	_____	_____	_____
The officer will explain the misdemeanor follow up procedure to a complainant/victim.				
• When a suspect is not, and likely will not be, identified	_____	_____	_____	_____
• When a suspect is, or will be, identified	_____	_____	_____	_____
• When a Citizen's arrest is made	_____	_____	_____	_____
• When a known suspect is a juvenile	_____	_____	_____	_____
The officer will explain the procedure for responding to welfare checks.	_____	_____	_____	_____
The officer will contact and communicate effectively with the following types of individuals.				
• Suspicious persons	_____	_____	_____	_____
• Victims/complainants	_____	_____	_____	_____
• Witnesses	_____	_____	_____	_____
• Suspects	_____	_____	_____	_____
• Traffic violators	_____	_____	_____	_____
• Very young persons	_____	_____	_____	_____
• Alcoholics	_____	_____	_____	_____
The officer will explain the purpose for and complete an F.I. card without error.	_____	_____	_____	_____



	DATE	TRAINED	DATE	TESTED
The officer will explain the reasons for not accepting a citizen's wallet in response to a request for I.D.	_____	_____	_____	_____
The officer will explain the acceptability of various forms of identification.				
• Driver License with photo	_____	_____	_____	_____
• Driver License without photo	_____	_____	_____	_____
• Military I.D.	_____	_____	_____	_____
• Social Security Card	_____	_____	_____	_____
• Medical I.D.	_____	_____	_____	_____
• Food Stamp I.D.	_____	_____	_____	_____
• Out of state D.L.	_____	_____	_____	_____
• Credit card with signature	_____	_____	_____	_____
• Vehicle registration	_____	_____	_____	_____
• Payroll stubs	_____	_____	_____	_____
• Check and bank books	_____	_____	_____	_____
• Personal telephone contact	_____	_____	_____	_____
• Alien/Immigration Card/Passport	_____	_____	_____	_____
• Sex and Narcotic registration card	_____	_____	_____	_____
• Verbal I.D.	_____	_____	_____	_____
• Explain the importance of separating subjects to verify	_____	_____	_____	_____
The officer will discuss the department policies regarding the transportation of subjects.				
• Search back seat before and after	_____	_____	_____	_____
• Search subject for weapons	_____	_____	_____	_____
• Handcuff prisoners	_____	_____	_____	_____
• Transporting females	_____	_____	_____	_____
• Transporting sick and injured	_____	_____	_____	_____
• Transporting suspects	_____	_____	_____	_____
• Position of persons in relation to officer	_____	_____	_____	_____
• Safety first	_____	_____	_____	_____
The officer will explain the use of memos/correspondence and the proper routing of written material.	_____	_____	_____	_____
The officer will identify the circumstances under which a canine unit should be requested. (Officer should discuss this with a current or former K9 officer.)	_____	_____	_____	_____

	DATE	TRAINED	DATE	TESTED
• Alarm calls	_____	_____	_____	_____
• Prowler calls	_____	_____	_____	_____
• Business searches	_____	_____	_____	_____
• Bomb calls	_____	_____	_____	_____
• Crowd control	_____	_____	_____	_____
• Tracking	_____	_____	_____	_____
• Area searches	_____	_____	_____	_____
• Narcotic searches	_____	_____	_____	_____
• Lost children	_____	_____	_____	_____
The officer will make a security check of City Hall.	_____	_____	_____	_____
The officer will identify when and determine if the following resources are needed. The officer will also identify the reasons for each.				
• Evidence Technician	_____	_____	_____	_____
• Crime Lab	_____	_____	_____	_____
• Detectives	_____	_____	_____	_____
• Supervisor	_____	_____	_____	_____
Upon arriving at a scene of a crime that has just occurred and the suspect has fled, the officer will demonstrate his/her ability to perform a satisfactory broadcast.				
• Confirmation of crime	_____	_____	_____	_____
• Update suspect description	_____	_____	_____	_____
• Code 666 or pending Code 666	_____	_____	_____	_____
Review with the officer the stress management level of the trainee and advise on techniques to reduce or maintain a lower level of stress.	_____	_____	_____	_____
Interview with Peer Support Team member	_____	_____	_____	_____
The officer will explain the policy regarding the photographing and printing of non-arrested suspects.				
• Adults	_____	_____	_____	_____
• Juveniles	_____	_____	_____	_____
The officer will demonstrate how to use the following resources and explain why they would be useful.				

- RIMS History (alpha)/TLO XP
- NCRIC/ALPR
- Other agency history
- Public Records/Open Source info.

DATE	TRAINED	DATE	TESTED
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

The officer will explain Diplomatic Immunity, what it means and what the policies are.

_____	_____	_____	_____
-------	-------	-------	-------

The officer will describe his/her duties and department policy upon arriving at the scene of the following crimes.

- Rape
- Child molest
- Bank robbery

_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

### **LINE-UPS**

The officer will explain the procedure for the various types of line-ups.

- Field Identification
- Photo Line-up
- Physical Line-up

_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

The officer shall review and explain the agency policy and procedure(s), including admonitions, for conducting the following types of “line ups:”

- In custody
- In the field
- Photographic

_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

The officer shall explain and/or demonstrate the following procedures for a photographic identification:

- Use of multiple photos
- Sources of photos  
(RIMS/CalPhoto/County Mugshots)
- Sequential line up
- Use of “double blind” technique if possible
- Instructions to witness(es)
- Keeping lineups as evidence  
(including list of what photos were used)

_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

- Control of the situation/environment
- Similar appearances

DATE	TRAINED	DATE	TESTED
_____	_____	_____	_____
_____	_____	_____	_____

### **SOURCES OF INFORMATION**

The officer shall discuss the importance of identifying and developing sources of information through networking with persons in the community.

_____	_____	_____	_____
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The officer shall explain the types of public and private records that may be of assistance when collecting investigative information.

_____	_____	_____	_____
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### **POLICY MANUAL**

Sec 350 - Reserve Officers

_____	_____	_____	_____
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Sec 351 - College Internship Program

_____	_____	_____	_____
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Sec 353 - Volunteers

_____	_____	_____	_____
-------	-------	-------	-------

Sec 359 - Death Investigation - Attended & Hospice

_____	_____	_____	_____
-------	-------	-------	-------

Sec 360 - Death Investigation - Unattended Death

_____	_____	_____	_____
-------	-------	-------	-------

Sec 387 - Volunteer Program

_____	_____	_____	_____
-------	-------	-------	-------

Sec 416 - Response to Bomb Calls

_____	_____	_____	_____
-------	-------	-------	-------

Sec 424 - Active Shooter/Rapid Deployment Team Policy

_____	_____	_____	_____
-------	-------	-------	-------

Sec 426 - Reporting Police Activity Outside of Jurisdiction

_____	_____	_____	_____
-------	-------	-------	-------

Sec 428 - Immigration Violations

_____	_____	_____	_____
-------	-------	-------	-------

Sec 1045 - Police Explorers

_____	_____	_____	_____
-------	-------	-------	-------

### **PENAL CODE**

273a(b) - Assault on Child

_____	_____	_____	_____
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288 - Lewd Act on Child

_____	_____	_____	_____
-------	-------	-------	-------

381 - Possessing Toluene

_____	_____	_____	_____
-------	-------	-------	-------

518 - Extortion

_____	_____	_____	_____
-------	-------	-------	-------

### **WELFARE & INSTITUTION**

300 - Jurisdiction of Juvenile Court

_____	_____	_____	_____
-------	-------	-------	-------

305 - Temp Custody of Juvenile w/o warrant

_____	_____	_____	_____
-------	-------	-------	-------

601 - Ward of Court/Incorrigible

_____	_____	_____	_____
-------	-------	-------	-------

602 - Ward of Court/Criminal Behavior

_____	_____	_____	_____
-------	-------	-------	-------

603 - Criminal Proceedings

DATE	TRAINED	DATE	TESTED
_____	_____	_____	_____

**HEALTH & SAFETY**

11357(a) - Possess <28.5g Marijuana or <8g  
Concentrated Cannabis

_____	_____	_____	_____
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11357(b) - Possess >28.5g Marijuana or >8g  
Concentrated Cannabis

_____	_____	_____	_____
-------	-------	-------	-------

11357(c) - Possess  $\leq$  Marijuana or  $\leq$ 8g  
Concentrated Cannabis on school  
grounds

_____	_____	_____	_____
-------	-------	-------	-------

11358 - Cultivation of Marijuana

_____	_____	_____	_____
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## **WEEK 8**

Dates: \_\_\_\_\_

The training material for week 8 was reviewed with me and I acknowledge receipt of the training.

Recruit Officer: \_\_\_\_\_ Date: \_\_\_\_\_

The recruit officer has satisfactorily completed the skills mastery checklist for this week.

FTO: \_\_\_\_\_ Date: \_\_\_\_\_

FTP Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_

Test #6 – Weeks 7-8: Date: \_\_\_\_\_ Score: \_\_\_\_\_

## **WEEK 9**

- PATROL PROCEDURES
- SUSPICIOUS PERSONS / PEDESTRIAN STOPS
- JUVENILES

## **PATROL PROCEDURES**

The officer will list the four types of informants.

- Citizen
- Confidential
- Reliable
- Unreliable

DATE	TRAINED	DATE	TESTED
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

The officer will explain the laws which allow an officer to keep an informant confidential.

- Refusal to disclose identity
- 'In camera hearing'
- Evidence Code 1041
- Evidence Code 1042

_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

The officer will list the investigative steps to follow in a forgery, check and credit card case for patrol purposes.

_____	_____	_____	_____
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The officer will discuss elder abuse and the mandatory reporting requirements.

_____	_____	_____	_____
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The officer will identify and explain the basic crime prevention methods to a resident or business person.

- Various types of deadbolts
- Security devices for doors and windows
- Lighting
- Home security measures
- Business security measures
- #BelmontWatch Program

_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

The officer will explain the policy for enforcing domestic restraining orders pursuant to 273.6 P.C.

- Current orders
- Temporary orders
- Emergency Protective Orders

_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

The officer will explain the policy for handling a call where a special crew is needed to respond.



- PG&E
- DPW
- Mid-Peninsula Water
- Caltrans
- Caltrain/Amtrak

DATE	TRAINED	DATE	TESTED
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

The officer will explain the policy for handling non- vehicular accidents which occur on city property.

- Sidewalk fall
- Tree limb (city tree) on vehicle

_____	_____	_____	_____
_____	_____	_____	_____

The officer will explain the legal requirements governing private patrol operations, security guards and patrol persons.

- Carry and use of firearm
- Wearing of uniforms
- Types of licenses and permits
- Carrying of baton

_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

The officer will explain when a private citizen is permitted to carry chemical mace/pepper spray.

- Training
- Licenses and permits

_____	_____	_____	_____
_____	_____	_____	_____

The officer will explain the department policy/procedures on responding to alarm calls.

- Audible alarms
- Silent alarms
- Mandatory cover
- Alarm permits
- Alarm complaints

_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

### **SUSPICIOUS PERSONS/PEDESTRIAN STOPS**

The officer shall explain the concepts of consensual encounter and probable and reasonable cause to stop and detain.

_____	_____	_____	_____
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The officer shall explain the circumstances of making a lawful pedestrian stop. This explanation shall minimally include:

- The existence of suspicious activity
- The time of day or night
- Reasonable suspicion to believe that the person being stopped may be involved in criminal activity

DATE	TRAINED	DATE	TESTED
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

The officer will contact suspicious persons without placing anyone, including the cover officer, in a hazardous position.

- Pedestrians
- Vehicles
- Citizens who walk up on preoccupied officers

_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

The officer will describe and demonstrate safe and effective tactics for approaching pedestrians while in a vehicle.

_____	_____	_____	_____
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The officer will identify the reasons why an officer should contact pedestrians on foot.

_____	_____	_____	_____
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The officer will discuss the variables to consider when confronted by a suspicious person who is on foot.

- Determine whether or not to stop
- Determine when and where to stop
- Determine method of stop

_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

The officer shall explain the role and use of CLETS in determining a person's wanted status.

_____	_____	_____	_____
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## **JUVENILES**

The officer will identify the scope of the authority of the Juvenile Court (601, 602, 707 WI).

- Age requirements
- Dependent of the court
- Ward of the court
- Law violators

_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

The officer will describe the requirements of 625 W&I and department policy as they relate to advising a juvenile taken into custody of his/her rights per Miranda and custody issues.

- Fingerprinting juveniles
- Secure detention requirements
- Separation of adult/juvenile offenders

DATE TRAINED DATE TESTED

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The officer will describe the circumstances under which an officer may take a juvenile into temporary custody.

- Truants
- 300/305 W&I
- 625 W&I

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The officer will describe the procedural alternatives open to the officer upon taking a juvenile into temporary custody.

- 626 W&I
- Taken into custody at school
- Sick, injured and law violations

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The officer will explain the following upon taking a juvenile into custody (627 WI).

- Parental notification
- Right to telephone calls
- Responsibility when parent is hospitalized or arrested

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The officer will explain the criteria for secure and non-secure detention of juveniles (206, 207, 207.1, 207.2 WI).

\_\_\_\_\_  
\_\_\_\_\_

The officer will explain the civil disorder procedures for Carlmont High School (Emergency Contingency Plan).

\_\_\_\_\_  
\_\_\_\_\_

## **POLICY MANUAL**

Sec 366 - Anti-Reproductive Rights Crimes Reporting

\_\_\_\_\_  
\_\_\_\_\_

	DATE	TRAINED	DATE	TESTED
Sec 368 - Limited English Proficiency Services	_____	_____	_____	_____
Sec 370 – Communications with Persons with Disabilities	_____	_____	_____	_____
Sec 372 - Mandatory School Employee Reporting	_____	_____	_____	_____
Sec 374 - Biological Samples	_____	_____	_____	_____
Sec 608 - Confidential Informants	_____	_____	_____	_____

### **PENAL CODE**

594 - Vandalism	_____	_____	_____	_____
21510 - Possession of Switchblade	_____	_____	_____	_____
29800(a) - Felon Possess Firearm	_____	_____	_____	_____
29800(b) - Conv Person Poss/etc firearm	_____	_____	_____	_____
21110 - Poss/Mfg/Sell Ballistic Knife	_____	_____	_____	_____
22210 - Poss/Mfg/Sell Billy/Blackjack etc	_____	_____	_____	_____
21810 - Poss/Mfg/Sell Metal Knuckles	_____	_____	_____	_____
21310 - Carry Concealed Dirk or Dagger	_____	_____	_____	_____
25850(a) - Carrying Loaded Firearm	_____	_____	_____	_____
29900(a) - Illegal Possession of Firearm	_____	_____	_____	_____

### **WELFARE & INSTITUTIONS**

607 - Retention of Jurisdiction	_____	_____	_____	_____
625 - Temporary Custody	_____	_____	_____	_____
626 - Alternative Disposition	_____	_____	_____	_____
627 - Notification to Parents	_____	_____	_____	_____
628 - Probation Officer Duty	_____	_____	_____	_____

### **HEALTH AND SAFETY**

11350 - Possession of a controlled substance	_____	_____	_____	_____
11351 - Possession of a controlled substance for sales	_____	_____	_____	_____
11352 - Transportation of a controlled substance for sales	_____	_____	_____	_____

## **WEEK 9**

Dates: \_\_\_\_\_

The training material for week 9 was reviewed with me and I acknowledge receipt of the training.

Recruit Officer: \_\_\_\_\_ Date: \_\_\_\_\_

The recruit officer has satisfactorily completed the skills mastery checklist for this week.

FTO: \_\_\_\_\_ Date: \_\_\_\_\_

FTP Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_

## **WEEK 10**

- MISSING PERSONS
- HOSTAGE/BARRICADED SUBJECT
- PROWLER CALLS
- SNIPER ATTACK
- DISTURBANCE CALLS
- DOMESTIC VIOLENCE/DISPUTES
- COURTROOM TESTIMONY
- SUBPOENAS
- ANIMAL COMPLAINTS

## **MISSING PERSONS**

The officer shall review and explain state law (including statutory reporting requirements) and the agency policies and procedures for handling missing persons, both adults and juveniles.

DATE TRAINED DATE TESTED

\_\_\_\_\_

The officer shall explain the agency policy regarding search procedures for missing persons.

\_\_\_\_\_

The officer shall explain the reasons for making a thorough search of a “missing” child’s home and nearby area at the outset of the investigation.

\_\_\_\_\_

The officer will properly investigate a missing person report.

- Identification of subject
- Date/time missing
- Possible DOT/Destination
- Associates
- Vehicles
- Condition of subject (mental/physical)
- MUPS entries
- Supplemental Investigation forms
- Three day follow by patrol

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## **HOSTAGE/BARRICADED SUBJECT**

The officer will explain the procedures for dealing with a barricaded subject and/or hostage situation.

- Supervisor notification
- Callouts
- Perimeter(s)
- Use of SWAT/CNU Team

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## **PROWLER CALLS**

The officer will identify procedures to be followed in responding to a prowler call:

- Response
- Approach
- Searching

DATE	TRAINED	DATE	TESTED
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

## **SNIPER ATTACK**

The officer shall explain those steps that should be immediately taken when confronted with a “set-up”, ambush, or sniper situation.

_____	_____	_____	_____
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The officer shall discuss tactical actions that can be taken by the driver of a vehicle that comes under attack.

_____	_____	_____	_____
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The officer shall discuss tactics that should be used when the police vehicle has been hit with a fire bomb.

_____	_____	_____	_____
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## **DISTURBANCE CALLS**

The officer shall explain an officer’s basic responsibilities at the scene of a dispute. These responsibilities shall minimally include:

- Remaining impartial/Preserving the peace
- Determining whether or not a crime has been committed
- Conducting an investigation if a crime has been committed
- Providing safety to individuals and property
- Suggesting solutions to the problem
- Offering names of referral agencies
- Considering arrest if a crime has been committed

_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

The officer will explain the crisis intervention method for resolving a dispute.

- Defusing
- Brief interview
- Mediation
- Referral

_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____



The officer will demonstrate department approved officer safety tactics while responding to and handling disturbance calls.

DATE	TRAINED	DATE	TESTED
_____	_____	_____	_____

The officer will explain the advantages and or disadvantages of using the following tactics in a domestic dispute.

- Separating the involved parties
- Keeping parties from potential weapons
- Listening to both sides before making a decision
- Importance of remaining neutral
- Importance of arresting one party
- Importance of using a restraining order
- Importance of referrals to outside agency(ies) (AA, Legal Aid; etc)

_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

## **DOMESTIC VIOLENCE & DISPUTES**

The officer shall explain the legal issues and a law enforcement officer's duties in response to a domestic violence situation to minimally include:

- Difference between domestic violence and a domestic dispute
- Impact of domestic violence on victims, children, and batterers
- Essential elements of Penal Code Sections 13700 and 13519
- Duty to provide maximum protection to the victim (EPOs)
- Provide safety to other persons and property
- Verification and enforcement of court orders
- Responsibility/authority with tenancy issues related to DVs
- Determine if a crime has been committed and if arrest is mandatory
- Completion of appropriate documentation and required reports

_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

	DATE	TRAINED	DATE	TESTED
<ul style="list-style-type: none"> <li>• Making appropriate victim’s assistance information referrals for medical aid, personal safety, community resources, legal options, and the DA’s Office</li> <li>• The safekeeping of firearms</li> </ul>	_____	_____	_____	_____
	_____	_____	_____	_____
The officer shall recognize the inherent dangers to an officer who enters the home of a family involved in a dispute.	_____	_____	_____	_____
	_____	_____	_____	_____
The officer will explain his/her role in civil matters pertaining to child custody, property settlement, and divorce proceedings.	_____	_____	_____	_____
	_____	_____	_____	_____
<b><u>COURT TESTIMONY</u></b>				
The officer will identify the principles of effective testimony.				
<ul style="list-style-type: none"> <li>• Honesty</li> <li>• Accuracy and brevity</li> <li>• Objectivity and clarity</li> <li>• Emotional control</li> </ul>	_____	_____	_____	_____
	_____	_____	_____	_____
	_____	_____	_____	_____
	_____	_____	_____	_____
The officer will list those steps taken prior to testifying in court.				
<ul style="list-style-type: none"> <li>• Acquiring necessary reports</li> <li>• Acquiring necessary evidence</li> <li>• Refreshing memory</li> <li>• Personal appearance</li> </ul>	_____	_____	_____	_____
	_____	_____	_____	_____
	_____	_____	_____	_____
	_____	_____	_____	_____
The officer will explain how he/she can contact the court liaison and District Attorney's Office. Also explain the Goldenrod Procedure.	_____	_____	_____	_____
	_____	_____	_____	_____
<b><u>SUBPOENAS</u></b>				
The officer shall review and explain the agency’s practices and policies concerning the subpoena process.	_____	_____	_____	_____
	_____	_____	_____	_____

The officer shall define the term “subpoena” and describe the authority and immunities associated with the subpoena, including:

- Who may exercise the power of a subpoena.
- Who may serve a subpoena.
- How a subpoena is served.
- Who is subject to the power of a subpoena.
- How a subpoena is enforced.

DATE	TRAINED	DATE	TESTED
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

### **ANIMAL COMPLAINTS**

The officer shall explain the agency’s policy and procedures when confronted with different types of animal control situations. These types of situations shall minimally include:

- Injured animals
- Dead animals
- Rabid animals
- Noisy animals
- Stray animals
- Wild animals
- Nuisances created by unsanitary keeping of animals
- Protective custody of animals
- Animal bites

_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

The officer shall explain the agency’s policy and procedures when it is determined that a vicious, dangerous, or injured animal must be killed/destroyed. This explanation shall minimally include:

- Whom to notify prior to dispatching the animal.
- Who may shoot the animal.
- What reporting is to be completed following the dispatch.
- How disposal of the dead animal is handled.

_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Given an incident, the officer shall effectively assess and handle an animal control situation.

DATE	TRAINED	DATE	TESTED
_____	_____	_____	_____

### **POLICY MANUAL**

Sec 348 - Court Appearance & Subpoenas

Sec 410 - Ride-Along Policy

Sec 414 - Hostages & Barricade Incidents

Sec 422 - Arrest or Detention of Foreign

Nationals

Sec 427 - Storm Notification

Sec 438 - Obtaining Air Support

_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

### **PENAL CODE**

25400(a)(1) - Concealed Firearm in Vehicle

25400(a)(2) - Concealed Firearm on Person

23900 - Altered Serial Numbers

22810(a) - Felon in poss. of Tear Gas

22900 - Unlawful poss. or sales of Tear Gas

_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

### **BUSINESS AND PROFESSION**

25658a - Sales to Minors

25658b - Purchase by Minor

25661 - False I.D.

25662 - Possession by Minor

25665 - Presence of Minor

_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

## **WEEK 10**

Dates: \_\_\_\_\_

The training material for week 10 was reviewed with me and I acknowledge receipt of the training.

Recruit Officer: \_\_\_\_\_ Date: \_\_\_\_\_

The recruit officer has satisfactorily completed the skills mastery checklist for this week.

FTO: \_\_\_\_\_ Date: \_\_\_\_\_

FTP Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_

Test #7 – Weeks 9-10:      Date: \_\_\_\_\_      Score: \_\_\_\_\_

## **WEEK 11**

- DEATH / SUICIDE / HOMICIDE
- TRAFFIC COLLISION INVESTIGATION
- PEOPLE WITH DISABILITIES
- MENTALLY ILL PERSONS
- BOMB THREATS
- TRAFFIC CONTROL

**DEATH/SUICIDE/HOMICIDE**

The officer shall review and explain California law and department procedures concerning death investigations that must be handled by the medical examiner:

- Apparent homicide, suicide, or occurring under suspicious circumstances
- Resulting from the use of dangerous or narcotic drugs
- The death of any person who is incarcerated in any jail, correctional facility, or who is in police custody
- Apparently accidental or following an injury
- By injury, or toxic agent during or arising from employment
- While not under the care of a physician during the period immediately previous to death
- Death related to disease that might constitute a threat to public health.

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The officer shall review and explain legal requirements concerning the removal of a human body from the death scene, including:

- Limits to which an officer may search a dead person
- Legalities involved in transporting an obviously dead person in an ambulance

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The officer will describe his/her duties and department policy upon arriving at the following scenes:

*Homicide or injury(ies) likely to result in a homicide:*

- Advise supervisor
- Coordinate medical response
- Protect scene
- Call outs
- Identify victim/witnesses/suspects
- Code 666, if needed

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- Locate/identify evidence

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**Suicide:**

- Advise supervisor
- Coordinate medical response
- Protect scene
- Identify victim/witnesses
- Call outs
- Contact Coroner
- Locate/identify evidence

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**Attempted Suicide:**

- Medical attention
- Advise supervisor
- Protect scene
- Interview victim
- 72 hour hold

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_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

**Attended/Unattended Death:**

- Advise supervisor
- Coordinate medical response
- Protect scene
- Call outs
- Identify/Interview witnesses
- Identify victim
- Locate/identify evidence
- Contact Coroner

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**TRAFFIC COLLISION INVESTIGATION**

The officer will state the conditions which require a collision investigation.

- Fatal or severe injury
- Hit and run
- Enforcement action contemplated
- School bus
- City property

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_____	_____	_____	_____
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The officer will identify the duties of an officer upon first arriving at the scene of an accident and list them by priority.

- Request emergency medical assistance
- Request additional police units

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_____	_____	_____	_____



	DATE	TRAINED	DATE	TESTED
• Remove any hazardous situation	_____	_____	_____	_____
• Provide immediate medical care	_____	_____	_____	_____
• Identify drivers/witnesses	_____	_____	_____	_____
• Facilitate the flow of traffic	_____	_____	_____	_____
• Set flare pattern if needed and safe	_____	_____	_____	_____
• Call for tow trucks	_____	_____	_____	_____

The officer will conduct an accident investigation and satisfactorily complete a collision report.

• Identify driver at fault	_____	_____	_____	_____
• Obtain all necessary ID information	_____	_____	_____	_____
• Collision sketch/diagram	_____	_____	_____	_____
• Identify and record facts	_____	_____	_____	_____
• Obtain driver and witness statements	_____	_____	_____	_____
• Determine cause of collision	_____	_____	_____	_____
• Determine and record Point of Impact	_____	_____	_____	_____
• Make appropriate recommendations	_____	_____	_____	_____

The officer will identify the procedure for handling an intoxicated driver at the scene of an accident.

• Injured and requiring hospitalization	_____	_____	_____	_____
• Slightly injured or uninjured	_____	_____	_____	_____
• Other parties injured	_____	_____	_____	_____

The officer will identify investigative leads to follow while investigating a hit and run collision.

• Driver and vehicle description	_____	_____	_____	_____
• Registration information	_____	_____	_____	_____
• Physical evidence	_____	_____	_____	_____

The officer will explain the policy and procedure when a juvenile is involved in an accident.

• Non-injury	_____	_____	_____	_____
• Injury	_____	_____	_____	_____
• Intoxicated (with or without injury)	_____	_____	_____	_____

The officer will explain his/her duties at the scene of a felony traffic collision.

• Protecting the scene	_____	_____	_____	_____
• Traffic control	_____	_____	_____	_____

- Locating drivers/witnesses
- Physical evidence

DATE	TRAINED	DATE	TESTED
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## **PEOPLE WITH DISABILITIES**

The officer shall recognize that the ADA also covers people with developmental and mental impairments and impacts law enforcement as follows:

- Requires reasonable adjustments and modifications in policies and practices or procedures, on a case-by-case basis.
- Prohibits the arrest of an individual for behavioral manifestations of a disability that is not criminal in nature.
- Requires that the safety and civil rights of people with disabilities be protected during transport and while detained.
- Requires officers to make accommodations for persons with disabilities, except where safety is compromised.

_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

The officer shall acknowledge that some disabilities (including mental retardation, cerebral palsy, epilepsy, autism, and other neurological conditions) are not readily apparent and that sometimes people with developmental or cognitive disabilities may have little or no conscious ability to control their behavior.

_____	_____	_____	_____
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The officer shall recognize and demonstrate effective communications with persons with cognitive impairments, to minimally include:

- Give one direction or ask one question at a time.
- Allow the person to process statements and respond (10-15 seconds)
- Avoid questions that tell the person the answer you expect
- Avoid questions with yes/no answers.
- Repeat questions from a slightly different perspective

_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

- Avoid questions about time, complex sequences, or reasons for behavior
- Use concrete terms and ideas. Avoid jargon or figures of speech.

DATE TRAINED DATE TESTED

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The officer shall explain how non-compliance is a warning sign that indicates a person may need more time to mentally grasp and respond to what is being said or asked of them and that it may be due to fear, confusion, auditory hallucinations, etc., rather than defiance.

\_\_\_\_\_  
\_\_\_\_\_

Recognizing that safety (officer safety, public safety, and the safety of the person in crisis) is always the top priority when dealing with impaired people, the officer shall explain and demonstrate standard tactical assessments and safeguards, including:

- His/her own abilities to physically control the person
- Escape routes
- Use of cover
- Call for backup

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\_\_\_\_\_  
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#### The T.A.C.T. Model

- **Tone** (Present a calm and firm demeanor/Maintain respect and dignity)
- **Atmosphere** (Reduce distractions/Respect personal space)
- **Communication** (Establish contact/Develop rapport)
- **Time** (Slow down/Reassess)

*Reference: POST Field Guide – Police response to people with mental illness or developmental disability*

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\_\_\_\_\_  
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## CONTROL OF MENTALLY ILL ADULTS AND JUVENILES

The officer shall review mental disorders and recognize that mental illness is primarily a brain disorder which can:

- Create problems with feeling, thinking and perception
- Affect a person's behavior by causing bizarre and/or inappropriate behavior

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- Can be short term (acute) or long term (chronic)
- Can occur at any time during a person's life

DATE	TRAINED	DATE	TESTED
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_____	_____	_____	_____

The officer shall identify indicators of mental illness, intellectual disability, substance use disorders, neurological disorders, traumatic brain injury, post-traumatic stress disorder and dementia. Indicators of mental illness may include, but are not limited to:

- A known history of mental illness
- Threats of or attempted suicide
- Loss of memory
- Incoherence, disorientation or slow response
- Delusions, hallucinations, perceptions unrelated to reality
- Depression, pronounced feelings of helplessness or uselessness, extreme sadness or guilt
- Social withdrawal
- Manic or impulsive behavior, extreme agitation, lack of control
- Lack of fear
- Anxiety, aggression, rigidity, inflexibility or paranoia

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### Neurological Disorders

Neurological disorders can be caused by illness or injury. Two of the most common neurological disorders are stroke and dementia.

Signs and symptoms of a stroke:

- Muscular weakness
- Facial paralysis
- Incontinence
- Loss of balance, labored breathing
- No or slurred speech
- Loss of basic motor skills

_____	_____	_____	_____
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_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Signs and symptoms of dementia:

- Memory loss
- Verbal repetition
- Unable to follow directions

_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

	DATE	TRAINED	DATE	TESTED
• Loss of communication skills	_____	_____	_____	_____
• Disorientation of time and place	_____	_____	_____	_____
• Neglectful personal care or safety	_____	_____	_____	_____
• Wandering or lost	_____	_____	_____	_____
• Erratic driving	_____	_____	_____	_____
• Mistakenly reporting crimes	_____	_____	_____	_____
• Indecent exposure	_____	_____	_____	_____

### Post-Traumatic Stress Disorder (PTSD)

Post-Traumatic Stress Disorder is an anxiety disorder that can develop after exposure to a traumatic event or ordeal in which grave physical harm occurred or was threatened to the individual or someone close to them.

Symptoms can include dreams and nightmares about the incident, flashbacks, hyper arousal, distress caused by reminders of the event, survivor guilt, hyper-vigilance, emotional numbing, exaggeration and a startle response.

Anyone who has gone through a life-threatening event can develop PTSD. These events can include:

• Combat or military exposure	_____	_____	_____	_____
• Child sexual or physical abuse	_____	_____	_____	_____
• Terrorist attacks	_____	_____	_____	_____
• Sexual or physical assault	_____	_____	_____	_____
• Serious accident	_____	_____	_____	_____
• Natural disaster events	_____	_____	_____	_____

### Traumatic Brain Injury (TBI)

Traumatic Brain Injury may be caused by:

• A bump or blow to the head	_____	_____	_____	_____
• Violent shaking	_____	_____	_____	_____
• A pressure wave from an explosion	_____	_____	_____	_____

A person with TBI may appear to be intoxicated.

_____	_____	_____	_____
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### Intellectual Disability

Formerly called mental retardation, intellectual disability is characterized by below average intelligence of cognitive ability.

Behavioral indicators may include:

• Difficulty understanding or answering questions	_____	_____	_____	_____
• Mimics responses or answers	_____	_____	_____	_____

- Difficulty reasoning
- Limited vocabulary
- Takes a long time to answer questions
- Is easily distracted

DATE	TRAINED	DATE	TESTED
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_____	_____	_____	_____
_____	_____	_____	_____

An officer contacting a suspected intellectually disabled person in the field should consider:

- Approaching in a calm and respectful manner
- Use simple language
- Speak slowly and clearly
- Proceed slowly
- Give praise and encouragement

_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

### Substance Use Disorders (SUD)

Substance use disorder, also known as drug use disorder, is a condition in which the use of one or more substances leads to a clinically significant impairment or distress. Substance use disorder affects:

- A person's body
- A person's thoughts
- A person's behavior

_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

### Autism Spectrum Disorder

People with autism spectrum disorder may exhibit one or more of the following behavioral indicators, ranging from mild to profound:

- Difficulty relating to people
- Aversion to being touched, especially by strangers
- Sensitivity to noise
- May act as if hurt when touched lightly, while totally ignoring painful injuries
- May cover their eyes or ear to prevent unpleasant stimulus
- May be fascinated by shiny objects
- Repetitive movement (e.g. rocking, spinning, hand twisting, etc.)
- Few social skills

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	DATE	TRAINED	DATE	TESTED
• Social isolation	_____	_____	_____	_____
• Impaired communication skills	_____	_____	_____	_____
• Echolalia (repeating what others say)	_____	_____	_____	_____
• May be non-responsive to questions or commands	_____	_____	_____	_____
• May stare or avoid eye contact	_____	_____	_____	_____
• May not recognize appropriate physical or social boundaries/cues	_____	_____	_____	_____
• Insistence that the environment and daily routine remain exactly the same	_____	_____	_____	_____
• Possible limited intellectual ability	_____	_____	_____	_____
• Tantrums, self-stimulation, or self-mutilation	_____	_____	_____	_____
• Eating non-food or objects	_____	_____	_____	_____
• Inability to respond to commands, directions and questions	_____	_____	_____	_____

#### Genetic Disorders

A genetic disorder is caused by abnormalities in an individual's genetic material. An example of a genetic disorder is Down Syndrome which causes delays in physical and intellectual development.

\_\_\_\_\_

#### Conflict Resolution and De-escalation

If there is no immediate danger to anyone except the person in crisis, officers should consider taking no action or passively monitoring the situation. This may be the most reasonable response to a mental health crisis.

\_\_\_\_\_

Officers should consider the following points in potentially hazardous situations involving the mentally ill:

• Evaluate safety conditions	_____	_____	_____	_____
• Introduce yourself and attempt to obtain the person's name (build rapport)	_____	_____	_____	_____
• Be patient, polite, calm, courteous and avoid over-reacting	_____	_____	_____	_____
• Speak and move slowly and in a non-threatening manner	_____	_____	_____	_____

- Moderate the level of direct eye contact
- Remove distractions or disruptive people or objects from the area
- Demonstrate active listening skills
- Provide for sufficient avenues of retreat or escape should the situation become volatile

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Responding officers should generally avoid:

- Using stances or tactics that can be interpreted as aggressive
- Allowing others to interrupt or engage the person
- Cornering a person not believed to be armed, violent or suicidal
- Argue, speak with a raised voice or use threats to obtain compliance

_____	_____	_____	_____
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Discuss alternatives to the use of force when interacting with potentially dangerous persons with mental illness or intellectual disabilities.

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Officers should consider the perspective of individuals or families who have experience with persons with mental illness, intellectual disabilities and substance use disorders.

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### Community and State Resources

There are a variety of resources available to serve persons with mental illness or intellectual disabilities at the local and state level which can be utilized by law enforcement. Officers should discuss and be familiar with:

- Agency related assessment or crisis team (CIT trained personnel and county PERT team)
- Private organizations offering support groups
- Substance abuse facilities (e.g. P90, Our Common Ground)
- County mental health agencies (PES, BHRS)
- Community counseling centers

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_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____



- Regional developmental disabilities centers (e.g. Golden Gate Regional Center)
- Independent/assisted living centers
- National support/information organizations (e.g. NAMI)
- Local missions or shelters
- Faith-based organizations
- Senior Citizen centers
- Dependent adult resources
- Veteran's Administration

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The officer shall review the video on the San Mateo County Mental Assessment and Referral Team (SMART Team) video (online).

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### **MENTAL ILLNESS CASES**

The officer shall review and explain state law and agency policy regarding mental illness cases.

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The officer shall identify considerations to be made when handling and dealing with mentally ill or emotionally disturbed persons. These considerations shall minimally include:

- Ignoring verbal abuse
- Avoiding excitement
- Avoiding unnecessary deception
- Requesting backup to minimize resistance
- Requesting ambulance prior to confronting subject, if necessary
- Keeping the disturbed person in sight constantly
- Continual alertness
- Seizing firearms for safekeeping

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The officer shall identify the appropriate mental health facility or regional center within the agency's jurisdiction to be used for evaluation, treatment, counseling or referral.

_____	_____	_____	_____
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The officer shall identify and explain the criteria as set forth in the Welfare and Institutions Code (5150 & 5585.50) by which an individual may be committed for a 72-hour hold:

- Danger to himself/herself
- Danger to others
- Gravely disabled

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The officer shall explain the procedural requirements for safeguarding the rights of a person detained under the authority of 5150 W&I including:

- The circumstance under which the person's condition was called to their attention and the observation constituting probable cause for detention must be recorded on the Application for 72-Hour Detention for Evaluation and Treatment.
- Advisement of Miranda rights, as appropriate, when criminal action is involved.
- Reasonable precaution must be made to safeguard personal property in the possession of or on the premises occupied by the person.
- The person must be informed of the officer's name and agency and the reason the person is being detained.
- If taken into custody at a residence, inform person of personal items that may be brought along (with approval), right to a telephone call, and right to leave a note to friends or family.

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_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

The officer shall discuss appropriate alternative methods for handling the situation if involuntary detention for evaluation and treatment is NOT appropriate, including:

- Urgent medical attention
- Arrest
- Referral for mental health services
- Referral to local developmental disabilities agency
- No police action required

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_____	_____	_____	_____

The officer shall explain the process for confiscation of weapons pursuant to 8102 W&I. This discussion shall minimally include:

- Legal authority to seize weapons
- Consent
- Probation/Parole
- Plain view
- 1524(a)(10) PC
- Receipt for confiscated weapons

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_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

The officer will explain the procedure for taking a mentally ill person into custody:

- Use of force
- When injured
- When arrested for a felony
- When arrested for a misdemeanor

_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

The officer will properly take a mentally ill person into protective custody and complete the appropriate form(s).

_____	_____	_____	_____
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### **BOMB/BOMB THREAT CALLS**

The officer will explain the policy and procedure to be followed in response to a bomb or bomb threat call.

- Radio transmissions
- Neutralizing potential hazards
- Fire/medical response
- SMCO Sheriff's Bomb Squad
- ATF notification/response
- When device is located

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_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

- When device is not located
- Reporting requirements

DATE	TRAINED	DATE	TESTED
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## **TRAFFIC CONTROL**

The officer will safely and efficiently direct the flow of traffic, using universally recognized signals and gestures. (Practical application mandatory)

- Proper stance
- Point control of traffic
- Hand signals (stop/go/left/right turns)
- Assisting turning vehicles
- Maintaining a clear intersection
- Use of Whistle
- Orders and directions
- Leaving the scene

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_____	_____	_____	_____
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_____	_____	_____	_____
_____	_____	_____	_____

## **POLICY MANUAL**

Sec 336 - Victim and Witness Assistance  
 Sec 418 - Mental Illness Commitments (5150 W&I)  
 Sec 452 - Medical Marijuana  
 Sec 466 - Crisis Intervention Incidents  
 Sec 602 - Sexual Assault Victims' DNA Rights

_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

## **VEHICLE CODES**

13353 VC - Implied Consent  
 21055 VC - Exemption/Authorized  
                     Emergency Vehicles  
 21056 VC - Effect of Exemption  
 40302 VC - Mandatory Appearance  
 40300.5 VC - Arrest without Warrant  
 40304.5 VC - Arrest on Warrant – Bail  
 17004 VC - Authorized Emergency Vehicles  
 17004.7 VC - Public Agency Immunity

_____	_____	_____	_____
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_____	_____	_____	_____

## **WEEK 11**

Dates: \_\_\_\_\_

The training material for week 11 was reviewed with me and I acknowledge receipt of the training.

Recruit Officer: \_\_\_\_\_ Date: \_\_\_\_\_

The recruit officer has satisfactorily completed the skills mastery checklist for this week.

FTO: \_\_\_\_\_ Date: \_\_\_\_\_

FTP Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_

## **WEEK 12**

- LABOR DISPUTES
- LANDLORD - TENANT DISPUTES
- MEDIA / PRESS RELEASES
- STOLEN / TOWED VEHICLES / PARKING
- DUI INVESTIGATIONS

**LABOR DISPUTES**

The officer will explain the department policy for handling labor disputes.

- Notify supervisor
- Incident report, unless crime report warranted

DATE	TRAINED	DATE	TESTED
_____	_____	_____	_____
_____	_____	_____	_____

The officer will explain the law relating to labor disputes.

- First Amendment guarantees right to picket
- Blocking ingress/egress
- Enter and disrupt business
- Violate court order

_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

**LANDLORD-TENANT DISPUTES**

The officer will advise the parties of a dispute the legal steps that can be taken.

- Arrest if crime committed
- Proper eviction procedures
- Small claims action
- Landlord obligation/premises fit for occupancy

_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

The officer will recognize the difference between criminal violations and civil torts in dispute situations and handle each in accordance to department policy and law.

- Tenant lock out
- Removal of doors/windows
- Termination of utilities
- Trespass
- Seizure of tenant's property
- Apartment keeper's lien
- Notice to terminate lease
- Destruction of landlord's property
- Tenant repairs
- Review Legal Source Book

_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

The officer will explain calls pertaining to repossessions.

- Laws violated
- Rights of creditor
- Rights of debtor
- Officer's duties

DATE TRAINED DATE TESTED

_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

### **MEDIA/PRESS RELEASES:**

The officer shall discuss the most common law enforcement practices as to who may release information to the news media and the notification procedures utilized.

_____	_____	_____	_____
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The officer shall recognize press credentials most commonly honored by law enforcement agencies.

_____	_____	_____	_____
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The officer shall identify the provisions of California law pertaining to the authorization of news media representatives to enter areas otherwise closed to the public. *Reference: Penal Code Section 409.5*

_____	_____	_____	_____
-------	-------	-------	-------

The officer will identify the type of information that can be released to the news media.

- Defendant's name/age
- Substance of charges
- Circumstances surrounding arrest

_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

The officer will identify the types of information that cannot be released to the news media.

- Remarks about suspect's character
- Statements/admissions made by suspect
- Reference to fingerprints, etc.
- Statements concerning evidence and its use in court
- Implications suspect is responsible for other crimes
- Statements concerning witnesses
- Relate that the suspect refused to make a statement

_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____



	DATE	TRAINED	DATE	TESTED
• Express personal opinion about suspect or case	_____	_____	_____	_____
• Suspects shall not be posed for media photographs	_____	_____	_____	_____
• Descriptions of items seized	_____	_____	_____	_____
• Contents of suicide notes	_____	_____	_____	_____
• Death release prior to next of kin notification	_____	_____	_____	_____
• Any juvenile's name/address	_____	_____	_____	_____
• Victims of certain sex crimes	_____	_____	_____	_____
• Witnesses that may be endangered	_____	_____	_____	_____

### **STOLEN/TOWED VEHICLES/PARKING**

The officer will identify methods of recognizing stolen vehicles.

• Ignition wires/no keys	_____	_____	_____	_____
• Punched locks	_____	_____	_____	_____
• Other indicators	_____	_____	_____	_____

The officer will investigate a stolen vehicle and will complete the CHP 180 form.

• Check for repossession/private tow	_____	_____	_____	_____
• Confirm the vehicle is stolen	_____	_____	_____	_____
• Notify dispatcher	_____	_____	_____	_____
• Be certain to have waiver signed	_____	_____	_____	_____

The officer will investigate a recovered stolen vehicle and will complete the CHP 180 form.

• Verify license plate and VIN	_____	_____	_____	_____
• Request tow, if needed	_____	_____	_____	_____
• Notify dispatch of the condition of vehicle	_____	_____	_____	_____
• Notify Evidence Tech if necessary (through Sgt.)	_____	_____	_____	_____

The officer will explain the difference between an “impound” and “stored” vehicle, and will explain the department procedure for each.

_____	_____	_____	_____
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The officer will explain the conditions under which a private party can have a vehicle towed from their property.

_____	_____	_____	_____
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The officer will locate and mark an abandoned vehicle.

DATE	TRAINED	DATE	TESTED
_____	_____	_____	_____

The officer will identify the types of tows available and why dispatch needs to know what type, in order to send the appropriate tow.

- Rotation tow (storage/impound)
- Special request
- Police vehicle tow
- Large truck (Heavy Duty) tow
- Nature of problem
- Causing a traffic hazard (expedite)
- Color, make and model of vehicle

_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

The officer will explain the different methods that identify a disabled person's vehicle.

- Disabled person plate
- Disabled veteran plate
- Disabled placard

_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

## **DUI INVESTIGATIONS**

The officer will identify methods of detecting a motorist who is driving under the influence of alcohol or drugs.

- Driving patterns
- Objective symptoms after stop

_____	_____	_____	_____
_____	_____	_____	_____

The officer will administer Field Sobriety Tests on a suspected intoxicated driver, using at least five accepted tests.

- Rhomberg
- One Leg Stand
- Finger to Nose
- Heel to Toe
- Finger Count
- Horizontal Gaze Nystagmus (HGN)
- Alphabet (verbal/written)
- P.A.S. device

_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

	DATE	TRAINED	DATE	TESTED
The officer will explain the importance of timeliness in advising the driver of the following.				
• Arrest	_____	_____	_____	_____
• 13353 CVC obligation/ Admin Per Se	_____	_____	_____	_____
• Miranda advisement	_____	_____	_____	_____
• Trombetta advisement	_____	_____	_____	_____
The officer will explain the elements required on a 13353 CVC form (Admin Per Se).				
• Probable Cause	_____	_____	_____	_____
• Lawful arrest	_____	_____	_____	_____
• Admonition	_____	_____	_____	_____
• Refusal	_____	_____	_____	_____
The officer will explain the procedure for obtaining a chemical test from an arrested person.				
• Blood	_____	_____	_____	_____
• Breath	_____	_____	_____	_____
• Urine (Specific circumstances only)	_____	_____	_____	_____
• When a search warrant is necessary	_____	_____	_____	_____
Assure that the officer has been certified in the use of the Draeger. If the officer has not, make arrangements for training through the Training Manager.	_____	_____	_____	_____
The officer will complete an arrest, booking and report of a person arrested for driving while under the influence of alcohol/drugs.				
• Detecting the violator	_____	_____	_____	_____
• Determine the intoxication	_____	_____	_____	_____
• Vehicle disposition	_____	_____	_____	_____
• Proper admonitions	_____	_____	_____	_____
• Miranda	_____	_____	_____	_____
• Admin Per Se	_____	_____	_____	_____
• Obtaining the chemical test	_____	_____	_____	_____
• Maintain the chemical test	_____	_____	_____	_____
• Trombetta	_____	_____	_____	_____
• Complete arrest report	_____	_____	_____	_____
• Complete intoxication summary	_____	_____	_____	_____
• Complete 13353 CVC refusal, if required	_____	_____	_____	_____

- Book/Citation for adults
- Juveniles - Citation/release to parent/Hillcrest

DATE	TRAINED	DATE	TESTED
_____	_____	_____	_____
_____	_____	_____	_____

### **POLICY MANUAL**

Sec 346 - News Media Relations  
 Sec 514 - Drunk Driving and Evidence  
 Collection

_____	_____	_____	_____
_____	_____	_____	_____

### **VEHICLE CODE**

12509 - Instruction Permits  
 12804.9 - License Classifications  
 22651a-p - Towed Vehicles  
 22651.5 - Towed Vehicle/Nuisance  
 22658 - Private Property Tow  
 23152 - DUI  
 24002 - Unsafe Vehicle

_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

### **EVIDENCE CODE**

1041 - Informant Identity  
 1042 - Informant Identity/Searches

_____	_____	_____	_____
_____	_____	_____	_____

## **WEEK 12**

Dates: \_\_\_\_\_

The training material for week 12 was reviewed with me and I acknowledge receipt of the training.

Recruit Officer: \_\_\_\_\_ Date: \_\_\_\_\_

The recruit officer has satisfactorily completed the skills mastery checklist for this week.

FTO: \_\_\_\_\_ Date: \_\_\_\_\_

FTP Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_

Test #8 – Weeks 11-12:      Date: \_\_\_\_\_      Score: \_\_\_\_\_

## **WEEK 13**

There is no formal curriculum for week 13. Week 13 is intended to give the recruit officer additional time for training in areas he or she feels would be beneficial and to allow the recruit to ensure all of the material in the previous weeks has been absorbed in a way the recruit can recall it and apply it as a functioning solo beat officer. This week also allows the FTO an opportunity to provide additional training in areas where the recruit or FTO feels further or more focused training would benefit the recruit officer.

## **WEEK 13**

Dates: \_\_\_\_\_

The training material for week 13 was reviewed with me and I acknowledge receipt of the training.

Recruit Officer: \_\_\_\_\_ Date: \_\_\_\_\_

The recruit officer has satisfactorily completed the skills mastery checklist for this week.

FTO: \_\_\_\_\_ Date: \_\_\_\_\_

FTP Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_

## **WEEK 14**

There is no formal curriculum for week 14. Week 14 is intended to give the recruit officer additional time for training in areas he or she feels would be beneficial and to allow the recruit to ensure all of the material in the previous weeks has been absorbed in a way the recruit can recall it and apply it as a functioning solo beat officer. This week also allows the FTO an opportunity to provide additional training in areas where the recruit or FTO feels further or more focused training would benefit the recruit officer.



## **WEEK 14**

Dates: \_\_\_\_\_

The training material for week 14 was reviewed with me and I acknowledge receipt of the training.

Recruit Officer: \_\_\_\_\_ Date: \_\_\_\_\_

The recruit officer has satisfactorily completed the skills mastery checklist for this week.

FTO: \_\_\_\_\_ Date: \_\_\_\_\_

FTP Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_

## **WEEK 15**

There is no formal curriculum for week 15. Week 15 is intended to give the recruit officer additional time for training in areas he or she feels would be beneficial and to allow the recruit to ensure all of the material in the previous weeks has been absorbed in a way the recruit can recall it and apply it as a functioning solo beat officer. This week also allows the FTO an opportunity to provide additional training in areas where the recruit or FTO feels further or more focused training would benefit the recruit officer.

## **WEEK 15**

Dates: \_\_\_\_\_

The training material for week 15 was reviewed with me and I acknowledge receipt of the training.

Recruit Officer: \_\_\_\_\_ Date: \_\_\_\_\_

The recruit officer has satisfactorily completed the skills mastery checklist for this week.

FTO: \_\_\_\_\_ Date: \_\_\_\_\_

FTP Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_

## **WEEK 16**

There is no formal curriculum for week 16. Week 16 is intended to give the recruit officer additional time for training in areas he or she feels would be beneficial and to allow the recruit to ensure all of the material in the previous weeks has been absorbed in a way the recruit can recall it and apply it as a functioning solo beat officer. This week also allows the FTO an opportunity to provide additional training in areas where the recruit or FTO feels further or more focused training would benefit the recruit officer.

## **WEEK 16**

Dates: \_\_\_\_\_

The training material for week 16 was reviewed with me and I acknowledge receipt of the training.

Recruit Officer: \_\_\_\_\_ Date: \_\_\_\_\_

The recruit officer has satisfactorily completed the skills mastery checklist for this week.

FTO: \_\_\_\_\_ Date: \_\_\_\_\_

FTP Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_

## **PHASE III**

Recruit Officer \_\_\_\_\_ Entered Phase III on \_\_\_\_\_

FTO: \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_

FTO: \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_

FTO: \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_

FTO: \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_

FTO: \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_

FTP SUPERVISOR: \_\_\_\_\_

TRAINING MANAGER: \_\_\_\_\_

## **OFFICER SURVIVAL**

Survival, quite simply, means STAYING ALIVE! No one else can do that for you, nor can anyone else die for you. In Law Enforcement, your chances for survival are directly relative to your willingness to survive, to overcome complacency and to expend the effort to keep yourself mentally and physically alert.

FTO: Each FTO will discuss Officer Safety and Officer Survival with each trainee during the first week they are assigned together. Develop and formulate a plan of action to rely upon in the event of an emergency situation.

### **PHASE III**

FTO: \_\_\_\_\_

Date: \_\_\_\_\_

FTO: \_\_\_\_\_

Date: \_\_\_\_\_

FTO: \_\_\_\_\_

Date: \_\_\_\_\_

FTO: \_\_\_\_\_

Date: \_\_\_\_\_

FTO: \_\_\_\_\_

Date: \_\_\_\_\_

COMMENTS: \_\_\_\_\_

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## **PHASE III**

Recruit Officer \_\_\_\_\_ has satisfactorily completed Phase III of the Field Training Program and will proceed to PHASE IV, functioning as a solo unit officer.

Officer \_\_\_\_\_ will be re-evaluated in ten months or prior to the end of probation, whichever comes first.

FTO: \_\_\_\_\_

Date: \_\_\_\_\_

FTP SUPERVISOR: \_\_\_\_\_

Date: \_\_\_\_\_

TRAINING MANAGER: \_\_\_\_\_

Date: \_\_\_\_\_

DIVISION CAPTAIN: \_\_\_\_\_

Date: \_\_\_\_\_



## **PHASE IV**

### **GUIDELINES FOR SOLO OFFICER UNITS**

Phase IV is designed to ascertain the officer's ability to function as a solo officer unit. Phase IV will last to the end of the probationary period. During Phase IV, the officer will be assigned to a solo officer unit along with other officers and will be a member of the shift he/she is assigned to. A solo officer unit is usually a primary beat unit that will frequently become involved in all facets of police work. To prepare the officer for a solo officer unit assignment, we offer the following guidelines:

1. Do not leave your vehicle to check any type of suspicious activity or circumstances until you have advised dispatch of the circumstances and location. Wait for dispatch to acknowledge the transmission before leaving the vehicle, unless safety presides. This includes vehicle stops.
2. Cover units will not be routinely dispatched for vehicle stops during daylight hours. If there is a possibility that cover will be needed, request the cover unit. If necessary, wait for cover to arrive before committing yourself.
3. Request the ETA of other units responding to hazardous type calls so you can coordinate a simultaneous arrival. If the other unit is responding from a distance, wait for their arrival before becoming involved in the situation.

Officers assigned to solo officer units have to use more judgment and discretion in all of their police duties. Remember, discretion is the better part of valor. Tasks that you performed in the past often become more difficult working alone, i.e.; taking someone into custody (which should not be done alone), handling a minor disturbance, driving and using the radio during a pursuit, etc.

Instructions to the FTO: The last FTO assigned during Phase III will discuss the various aspects of working a solo officer unit with the new officer to ensure he/she understands the preceding guidelines.

THESE ASPECTS OF TRAINING WERE DISCUSSED WITH OFFICER \_\_\_\_\_

BY FTO \_\_\_\_\_ ON \_\_\_\_\_.